



C.A.R. HANDBOOK

Twelfth Edition
2016

Published by
THE NATIONAL SOCIETY
of the
CHILDREN
of the
AMERICAN REVOLUTION

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General Information

Name

The name of this Society is The National Society of the Children of the American Revolution, hereinafter referred to as the Children of the American Revolution, the National Society, this Society, N.S.C.A.R., or C.A.R.

Mission Statement

The National Society of the Children of the American Revolution trains good citizens, develops leaders, and promotes love of the United States of America and its heritage among young people.

Incorporation

The National Society of the Children of the American Revolution (N.S.C.A.R.) is incorporated under the laws of the District of Columbia. The Senior National Board of Management is responsible for all business transactions and for adopting rules and regulations governing all N.S.C.A.R. operations.

Non-Affiliation

N.S.C.A.R. adopted a policy of non-affiliation with other organizations except for the Daughters of the American Revolution (DAR), Sons of the American Revolution (SAR), Sons of the Revolution (S.R.), Yorktown Day Association, and National Congress of Patriotic Organizations. The policy is applicable to national, state, and local societies which cooperate with those whose aims and purposes parallel those of N.S.C.A.R. At no time should they bind themselves through membership in or sponsorship of groups or programs in which the society loses its identity or which subject the society to any rules, regulations, or bylaws other than its own.

Object

The Object of this Society shall be:

1. To acquire knowledge of American history.
2. To preserve and restore places of Historical importance associated with men and women who forwarded American Independence.
3. To ascertain the deeds and honor the memories of the men, women and children who rendered service to the cause of the American Revolution.
4. To promote the celebration of patriotic anniversaries.
5. To honor and cherish the flag of the United States of America above every other flag.
6. To love, uphold and extend the principles of American liberty and patriotism.

Eligibility

Any young person under the age of twenty-two is eligible for membership in The National Society of the Children of the American Revolution. **Members range in age from birth to age 21.** The prospective member must be lineally descended from a man or woman who, with unfailing loyalty, rendered material aid to the cause of American Independence as a soldier, sailor, civil officer, or recognized patriot in one of the several Colonies or States, or of the United States. The prospective member also must be personally acceptable to the respective society.

C.A.R. National Headquarters

C.A.R. National Headquarters is located in the DAR Headquarters complex, Washington, District of Columbia. It is comprised of the following four divisions:

C.A.R. Business Office

Records of the National Society are maintained in the C.A.R. Business Office on the second floor of Constitution Hall. The National and Senior National Officers and Chairmen, together with a paid staff, effectively manage the routine business of the Society.

The Children's Room

Dating back to 1910 The Children's Room, located on the third floor in Memorial Continental Hall, is currently used for educational purposes. The exhibit shows a middle-class family lifestyle typical during the American Revolution. The Children's Room stimulates an interest in the history of the American Revolution by offering a variety of interactive opportunities. Previously, The Children's Room was used for C.A.R. headquarters, business office, museum, library, boardroom, and National Convention.

The years June 1, 2009, to June 30, 2011, were proclaimed The Children's Room 100th Anniversary Celebration. A 100th anniversary Golden Apple Pin was produced to be available for a donation of \$100 to the Museum Fund only during The Children's Room 100th Anniversary Celebration. A 100th anniversary Golden Apple Pin with diamond chip for a seed was produced to be available for a donation of \$200 to the Museum Fund only during The Children's Room 100th Anniversary Celebration. The availability of the pins was extended to July 30, 2011.

N.S.C.A.R. Library

The National Society of the Children of the American Revolution Library provides multimedia educational opportunities by offering various types of material pertaining to the colonial era, American Revolution, and post-American Revolutionary War periods of American history. Reference and resource materials are available for research. Included are writings by and about the author-founder of the N.S.C.A.R., Harriett Mulford Lothrop—pen name, Margaret Sidney. Materials about N.S.C.A.R. programs and the lives of young Americans of this period also are offered.

N.S.C.A.R. Museum

The National Society of the Children of the American Revolution Museum is adjacent to the C.A.R. Business Office. The museum contains artifacts of the colonial era, American Revolution, and post-American Revolutionary War periods.

2

Membership

Membership in C.A.R. provides a wonderful opportunity for children to participate in historical, educational, and patriotic activities. All children who can prove lineage to a patriot of the American Revolution are welcome. C.A.R. membership is a very special way of learning about family heritage and history. Children may join the National Society by invitation of a local society or as a member-at-large. Each child is a member of the National Society upon verification of the application.

Applications must be completed and signed in accordance with the national *Bylaws*. The Senior Society President sends the completed and signed application to the Senior National Treasurer with the application fee plus the annual national dues. If dues are paid in advance through age twenty-two, a member is considered a Life Member. If the local society is in the process of organizing or reorganizing, only the signature of the Senior Organizing President or Senior Reorganizing President is required in addition to the endorsers.

Membership Application Instructions

An applicant for membership must complete an application. One original application is required. An application in writable PDF may be downloaded from the N.S.C.A.R. Web site, www.nscar.org. As documents are updated on a regular basis, always check the website for the most current version. Before completing the application, read it very carefully. The blank application may be printed or copied to be used as a worksheet.

An application must be completed in permanent black ink.

The completed application must be printed, not photocopied, on one side of four sheets of C.A.R. approved paper. C.A.R. approved paper is white 8 ½" x 14" legal sized paper, at least 25% cotton. Paper can be obtained from C.A.R. Headquarters or from other sources as long as it meets the stated criteria. The application must be printed out legal size, 8 ½" by 14". No paper with an organization watermark other than N.S.C.A.R. may be accepted.

All signatures must be original in black ink.

A copy of the completed application should be retained until the application is verified. If it is necessary for the National Society to write for further information about the lineage or for further proofs, referring to the application will facilitate the recipient's understanding of the requests made in the letter.

Page One of Application

State, City, Society. Complete all three blanks for organized societies. The city is the location of the society not the residence of the applicant. Enter only the state if applying for membership at large. Enter only the state and city if the society is organizing and a name has not been confirmed by the Senior National Board of Management.

Name and Residence of Applicant. Enter the full legal name, complete residence address, city, state, ZIP + 4® Code, telephone number, and e-mail address. Do not give a school or other temporary address. If the applicant's legal name at birth has been changed, both names must be given.

Descendant of Ancestor. Enter the name of the Revolutionary ancestor from whom the applicant is descended.

Signature of Applicant. The applicant must sign the application. If the applicant is too young to sign, the name should be written by the parent or guardian on the line designated for the signature of applicant with the signature of the parent or guardian below.

Endorsers. The applicant must be endorsed by two members of the DAR, SAR, or S.R., or by one such and one C.A.R. member.

Required Signatures. The Society President, Society Recording Secretary, Society Registrar, and the Senior Society President must sign the application before it is sent to C.A.R. National Headquarters. For an organizing or reorganizing society, only the signature of the Senior Organizing President or Senior Reorganizing President is required. For a member-at-large, only the signature of the Senior State President is required.

Pages Two and Three of Application—Lineage

Under lineage, "on" means the date and "at" means the place of birth, marriage, and death. Dates should be given as day, month, and year, for example, 13 Jun 2006. Places should be given as city, county, and state.

Revolutionary Ancestor. The ancestor's dates and places of birth and death and place of residence during the Revolution must be given.

Acceptable Service during the Revolution.

1. Signer of the Declaration of Independence
2. Military or Naval service between 19 Apr 1775, and 26 Nov 1783
3. Civil Service under new state governments before 26 Nov 1783
4. Patriotic service by men and women during the years 1774–1783, including the following:
 - a. Membership on Committees of Correspondence, Inspection, and Safety
 - b. Signing of pledges to support the cause of the colonies such as Oath of Allegiance and Articles of Association
 - c. Signing of declarations such as the Mecklenburg Declaration of 1775 or petitions recognizing the authority of the provisional or new state governments
 - d. Membership in the Boston Tea Party, Kaskaskia Campaign, Galvez Expedition, or Cherokee Expedition
 - e. Defense of the frontiers or service as rangers
 - f. Patriotic service as minister, doctor, or nurse
 - g. Imprisonment by British for support of the colonies
 - h. Payment of supply tax in Pennsylvania
 - i. Rendering of material aid such as furnishing supplies with or without remuneration

Applicant. The birth date and birthplace of the applicant must be given.

Second and Third Generations. In the two generations of the parents and grandparents of the applicant, all dates and all places of birth, marriage, and death are required. Births, marriages, and deaths outside of the United States of America must have the name of the country and the location in the country. No exceptions are permitted without satisfactory explanation.

Full Dates and Places. Full dates (day, month, year) and full places (city, county, state) for each generation of the lineage must be given. Insufficient information about any generation will delay approval of the application. It is especially requested that full information about the parents and grandparents of the most remote living ancestor be given. For example, if the lineage is traced through the applicant's grandmother, who is now living, the application should include full information about the grandmother's parents and grandparents through whom the line is traced.

The name of the Revolutionary ancestor's spouse should be given. A legal record naming the parent of the child through whom descent is claimed will suffice if the spouse's name cannot be found.

Change of Name. Membership is based on biological lineage. If the applicant has a different surname than the biological parents, names and birth, marriage, and divorce dates and places of the biological parents must be given. Similarly, if a change of name occurred in other generations of the applicant's lineage, the biological lineage must be given.

Adopted Children. The basis of biological lineage for membership makes it impossible for an application of an adopted child to be accepted, unless eligibility is proven through the biological, rather than the adoptive parent. Similarly, if adoption occurred in other generations of the applicant's lineage, the biological lineage must be given.

Spouse(s) of Revolutionary Ancestor. The name(s) of the spouse(s) of the Revolutionary ancestor and date(s) and place(s) of marriage(s) should be given.

Children of Revolutionary Ancestor. The names of the children of the Revolutionary ancestor should be listed by each marriage. Include birth dates and birthplaces of the children and the names of their spouses.

Page Four of Application—References

References for Ancestor's Service. Unless the service is proved to have been rendered by the ancestor the applicant claims, the service must be identified with the place of residence of the ancestor during the American Revolution. If there is more than one person of the same name in the same place, it must be conclusively proved that the service belongs to the ancestor the applicant claims. The proof cited for the service should be from published Revolutionary records of the various states, lists of Revolutionary soldiers compiled from official sources, unpublished records of the various states or the federal government, town or county records, contemporary letters, obituary notice of the patriot, or tombstone erected at the time of the patriot's death. Unsupported statements in genealogies and county histories are not acceptable.

References for Lineage. References are required to be listed for each generation of the lineage linking each child to parents using copies of original records, legal documents, or published records citing title, author, publication date, volume, and page. For those generations who lived in 1850 and after, Federal Population Census records and vital records such as birth, marriage, and death certificates are especially helpful. For generations who lived prior to 1850, sources such as probate, land, and church records are useful. Bible records must be copied in entirety, with title page, publication date, and name of publisher. Other useful sources are wills, deeds, newspapers, cemetery records, tombstone inscriptions, and pension records.

Genealogies and county histories must cite the exact sources used for the information they contain. A photocopy or certified copy of an unpublished record must be furnished if it is to be considered in verifying the application. Material does not need to be photocopied if reference is given to its location in the Library of the National Society Daughters of the American Revolution.

C.A.R., DAR, SAR, and S.R. applications can be submitted as part of the documentation to prove lineage, however some older C.A.R., DAR, SAR, and S.R. Patriot lines have been closed, while others require updating with new references and additional dates and places before they can be considered to verify an application. Applicants referencing a C.A.R. or DAR application need not send a copy of the application but only furnish the member's name, national number, and the relationship to the applicant. Applicants referencing an SAR or S.R. application must furnish a record copy.

Name of Applicant and Person to Contact. Include full legal name of the applicant. Include name, telephone number, and e-mail or mailing address of the person to contact regarding the lineage and references sections.

Please do not write in the space reserved for C.A.R. Genealogist's notes.

Supplemental Applications

Supplemental applications may be submitted after the member has received notice of acceptance to membership and is assigned a national number based upon the original application. Supplemental applications have the same requirements as original applications except endorsers and society officers do not need to sign. The signature of the Senior Society President is required. Write "Supplemental" at the top of page one and insert the member's N.S.C.A.R. national number in the designated place. Verification of applications for new members takes precedence over supplemental applications.

Examination of Applications

Applications. The applications of all members and former members are on file at C.A.R. National Headquarters. Applications may be examined in accordance with practices established by the Senior National Board of Management. All applications are open to the following persons without restriction:

- Senior National President
- Senior National Registrar
- Senior National Assistant Registrar
- Employees of the National Society

Parties Who May Examine. Applications of all C.A.R. members and former members are restricted with the following exceptions:

- The member, parent or legal guardian, or former member may examine the member's application.
- Children and other lineal descendants of a former member may examine an application upon presentation of proof of death of the former member.
- The Registrars General of the DAR and SAR, Registrars of the state societies of the S.R., and members of the genealogical staff of those societies may examine applications when engaged in the verification of applications presented to the said societies.
- The Senior Society President of a local society may examine the application of any member of that society.
- The Senior State President may examine the application of any member-at-large in that state.
- Officials of the United States government engaged in investigative duties may examine the application or be furnished information by C.A.R. National Headquarters.
- Others wishing to view applications must contact the Senior National President or Genealogist to obtain permission.

A person desiring to examine an application makes a request to the Senior National President, Senior National Registrar, Senior National Assistant Registrar, or Genealogist who determines whether the application may be seen. No other persons are authorized to make this decision or to make any application available to any person.

Restriction of Application

A member, parent, or guardian may restrict the use of that member's application. The letter of restriction will be kept with the application. Such restriction will not affect the examination of the application by those persons named above.

Record Copy of Application

An individual interested in receiving a record copy of an application should make a written request to C.A.R. National Headquarters and pay the current fee.¹

A record copy may be obtained for current or former members by the following:

- Individuals specified under Examination of Applications;
- Member named on the application;
- Proven family members of a current, former or deceased member.
- Persons approved by the Senior National President or Genealogist

No other individuals are entitled to receive record copies.

Member-at-large

A member-at-large is a child who does not belong to a local society. An applicant for membership at large shall present an application properly endorsed to the Senior State President. Before signing the application, the Senior State President checks the acceptability of the application and the endorsers of the applicant. The Senior State President forwards the completed application to the Senior National Treasurer with application fee and annual national dues.²

¹ See 6, Dues and Fees to obtain record copies of applications

² See 6, Dues and Fees

Associate Member

A member may hold an associate membership in a local society. Associate members may not serve as delegates to state or national meetings and shall not be counted toward the society's membership total when determining delegate counts.

Life Member

If dues are paid in advance through age twenty-two, a member is considered a Life Member of the National Society. This applies to members in a society or members-at-large. Life Member dues may be paid at the time of application or thereafter using the Life Membership form which reflects a 20% discount.

Membership Certificate

Each member of the National Society is entitled to a certificate of membership, duly attested by the Senior National Registrar. This certificate may be obtained for a fee from C.A.R. National Headquarters.

Member with Dues Paid by January 1

Dues must be paid by January 1. A local society member with dues paid by January 1 is eligible to: (1) be elected a delegate or an alternate to meetings of the National Society or of a state conference, (2) hold a national or state office, and/or (3) serve on a national or state committee.

Certificate Attesting Membership

A C.A.R. member invited to join the Daughters of the American Revolution (DAR), Sons of the American Revolution (SAR), or Sons of the Revolution (S.R.) must make application to the respective organization in the manner prescribed in that organization's bylaws. C.A.R. cannot transfer a member into one of these organizations.

A C.A.R. member desiring to become a member of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution may request a certificate attesting membership. C.A.R. members do NOT transfer to one of the parent organizations. They must make application in the usual manner. With dues paid for the current year, the member or the member's parents may request the certificate attesting membership.

The certificate is valid for one year from date of issue or until the member's twenty-second birthday whichever comes first. The certificate may be presented to the respective society with the completed application.

A member-at-large with dues paid for the current year may access the request for a certificate attesting membership on the national website. The certificate attesting membership is then issued directly to the member who forwards the certificate and completed application to DAR, SAR, or S.R.

The member requesting the certificate remains a member of C.A.R. unless the member requests to be removed from C.A.R. membership.

Aging Out

A member is automatically removed from membership at the age of twenty-two. The original application remains on file at C.A.R. National Headquarters.

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Officers

National Officers and Senior National Officers

National *Bylaws* provide for the following National Officers: National President, National First Vice President, National Second Vice President, National Chaplain, National Recording Secretary, National Organizing Secretary, National Assistant Organizing Secretary, National Corresponding Secretary, National Treasurer, National Registrar, National Assistant Registrar, National Historian, National Librarian, National Curator, and nine National Vice Presidents for the Regions.

National *Bylaws* provide for the following Senior National Officers: Senior National President, Senior National First Vice President, Senior National Second Vice President, Senior National Chaplain, Senior National Recording Secretary, Senior National Organizing Secretary, Senior National Assistant Organizing Secretary, Senior National Corresponding Secretary, Senior National Treasurer, Senior National Registrar, Senior National Assistant Registrar, Senior National Historian, Senior National Librarian, Senior National Curator, and nine Senior National Vice Presidents for the Regions. Senior National Officers must be members of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution.

The Senior National President, Senior National First Vice President, Senior National Recording Secretary, Senior National Organizing Secretary, and Senior National Treasurer are termed trustees as provided in the Charter. They have no power to perform acts as trustees except by direction of the Senior National Board of Management.

A member having served as National President may be elected Honorary National President for life with privilege of voting until C.A.R. membership expires at age twenty-two. Election may be by voice vote.

Anyone having served as Senior National President may be elected Honorary Senior National President for life with all privileges of a Senior National Officer as long as membership is maintained in the Daughters of the American Revolution, Sons of the American Revolution, and Sons of the Revolution. Election may be by voice vote.

Nomination and Election of National Officers

Eligibility. To be eligible for the office of National President, a candidate must have been a member of a local society for not less than three years immediately prior to nomination. A two-year membership requirement immediately prior to nomination in a local society is the minimum for other National Offices. A member whose twenty-second birthday will occur prior to the end of the term is not eligible to be nominated for an office. No officer is eligible for reelection to the same office.

Nominating Committee. No later than October 1, the National President appoints a Nominating Committee composed of at least three but no more than five members with dues paid by January 1. The members of the Nominating Committee must be current or former members of the National Board and/or current or former National Chairmen. The Senior National President and one member of the Advisory Board appointed by the Senior National President serve as advisors to the Nominating Committee.

Slate of Officers. The Nominating Committee prepares a slate of not more than two candidates for each office. Each candidate proposed must have dues paid by January 1 to the National Society and consent to run. C.A.R. National Headquarters must receive the consent to run from the candidate for the name to appear on the slate. The slate of proposed officers is announced not later than March 1 and is sent by written notice to the members of the National Board and Senior National Board of Management and each Senior Society President for the Society President. The slate is later presented at the National Convention by the Chairman of the Nominating Committee. The slate is printed in the Spring issue of the *Children of the American Revolution Magazine* and is posted on the N.S.C.A.R. Web site on or before March 1 through the end of National Convention at which time the names of the elected National Officers are posted.

Nomination from the Floor. Nomination may be made from the floor provided the consent of the nominee has been obtained, and the nominee has acquired a Certificate of Eligibility from C.A.R. National Headquarters no later than February 15 of the election year. The Certificate of Eligibility must be presented to the National Recording Secretary at the time the candidate is nominated. The Senior National President notifies all candidates for the same office of the pending nomination(s) from the floor upon issuance of a Certificate of Eligibility.

Voting. Each year National Officers are elected by a majority vote of only C.A.R. members entitled to vote and voting at the National Convention. Voting is by written ballot. If no candidate receives a majority vote, the two candidates receiving the highest number of votes will be on the subsequent ballot. If no candidate receives a majority vote and more than two candidates receive the same highest number of votes, all candidates receiving the high-vote count will remain on the subsequent ballot. If no candidate receives a majority vote and two or more candidates receive the same second-highest number of votes, the candidate receiving the highest number of votes and all candidates receiving the second-highest number of votes will remain on the subsequent ballot.

Installation. National Officers are installed at the Installation Ceremony following National Convention. National Officers serve for a term of one year or until their successors are elected. The term of office for National Officers commences after the installation ceremony, with the exception of the outgoing National President and National Chaplain until they complete their duties. National Officers not present for installation are deemed installed upon receipt at C.A.R. National Headquarters of a signed oath of office sent by the Senior National Recording Secretary.

Vacancy. A vacancy in a National Office, except that of National President to which the National First Vice President succeeds, may be filled for the period until the next National Convention by a majority vote of those present and voting at a meeting of the National Board. Due notice of such action must be given in the call for the meeting. In lieu of a meeting, the vote of the National Board may be taken by written notice with fifteen days allowed for notice and return of ballots.

Election Code. See Chapter 4, National Convention, Election Code, for rules governing election of National Officers.

Nomination and Election of Senior National Officers

Eligibility. Senior National Officers are members of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution. No Senior National Officer is eligible for reelection to the same office. No Senior National Officer who has served four years consecutively in Senior National Office is eligible for election to any office other than that of Senior National President until one year has expired. A Senior National Officer who has served more than half a term is considered to have served a term.

Nominating Committee. The Senior National Board of Management elects a Nominating Committee composed of five members of the board. At the October meeting preceding the year of election, nominations are taken from the floor, and the election is held. The Senior National President designates the Chairman of the Nominating Committee.

Slate of Officers. The Nominating Committee prepares a slate which is announced not later than March 1 of an election year and is sent by written notice to the members of the National Board and Senior National Board of Management and each Senior Society President. The slate is printed in the Spring issue of the *Children of the American Revolution Magazine* and is posted on the N.S.C.A.R. Web site on or before March 1 through the end of National Convention at which time the names of the elected Senior National Officers are posted.

Nomination from the Floor. Nomination may be made from the floor. A candidate running from the floor must send written notice of intent to run for a specific office to C.A.R. National Headquarters no later than February 15 of the election year. Immediately upon receipt of written notice of intent, the Senior National President verifies that the candidate running from the floor is a member of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution. After verification, the Senior National President immediately notifies all candidates for a contested election of the identity of all candidates seeking that office.

Voting. Senior National Officers are elected in even years at the Annual Meeting of the Senior National Board of Management. The members of the Senior National Board of Management and the Senior Society Presidents or the respective Senior Society Vice Presidents as alternates are qualified to vote if senior fees are paid and voters have registered.

Candidates who are unopposed for Senior National Office are elected by acclamation. If more than one candidate is nominated for the same office, voting for that office is by written ballot. If no candidate receives a majority vote, the two candidates receiving the highest number of votes will be on the subsequent ballot. If no candidate receives a majority vote and more than two candidates receive the same highest number of votes, all candidates receiving the high-vote count will remain on the subsequent ballot. If no candidate receives a majority vote and two or more candidates receive the same second-highest number of votes, the candidate receiving the highest number of votes and all candidates receiving the second-highest number of votes will remain on the subsequent ballot.

Installation. Senior National Officers are installed at the Installation Ceremony following National Convention. Senior National Officers shall be elected by majority vote at the Annual Meeting of the Senior National Board of Management. The Senior National Officers serve for a term of two years or until their successors are elected. The Term of office begins at the close of the Annual Meeting of the Senior National Board of Management where elected and duties shall commence after the installation ceremony, with the exception of the outgoing Senior National President and outgoing Senior National Chaplain until they complete their duties. A Senior National Officer who has served more than half a term is considered having served a term. Senior National Officers not present for installation are deemed installed upon receipt at C.A.R. National Headquarters of a signed oath of office sent by the Senior National Recording Secretary.

Vacancy. A vacancy in a Senior National Office, except that of Senior National President to which the Senior National First Vice President succeeds, may be filled by an interim appointment by the Senior National President until election by a majority vote at the next meeting of the Senior National Board of Management. Due notice of such action must be given in the call for the meeting.

Complimentary Titles

Senior National Honorary Vice Presidents. National *Bylaws* provide for thirteen Senior National Honorary Vice Presidents. Ten are selected from the DAR, SAR, and S.R. in recognition of important service to C.A.R. Three Senior National Honorary Vice Presidents are by virtue of office. They are the President General of the Daughters of the American Revolution, the President General of the Sons of the American Revolution, and the General President of the Sons of the Revolution. Senior National Honorary Vice Presidents are invited to meetings of the Senior National Board of Management with voice but without the right to vote.

Senior National Honorary Vice Presidents are nominated in January/February and elected at the April Annual Meeting of the Senior National Board of Management for a term of two years or until their successors are elected. In any year the number to be elected shall correspond to the number of vacancies. Voting shall be by ballot, and a plurality vote shall elect. In case of a vacancy, the term of office of the Senior National Honorary Vice President elected to fill the vacancy shall be for the remainder of the unexpired term. More than half a term is considered a term. A Senior National Honorary Vice President shall be eligible for reelection for one consecutive term. In addition, the President General of the Daughters of the American Revolution, the President General of the Sons of the American Revolution, and the General President of the Sons of the Revolution are Senior National Honorary Vice Presidents by virtue of office.

Responsibilities and Duties of National Officers

All National Officers are expected to conduct themselves in a respectful, honorable, considerate, and conscientious manner at all times. The National Officers, as the leaders of the National Society, are the role models from whom the younger members learn. A National Officer must be a positive example for all members to admire and emulate. All National Officers shall perform the duties appropriate to the office, assist the respective Senior National Officer, and read the joint report, approved and signed by the respective Senior National Officer, at the National Convention. The National President, the Senior National President, and the respective Senior National Officer may assign other duties.

Each National Officer must study the national *C.A.R. Handbook* and *Bylaws* in order to become familiar with the duties of the office and those of the corresponding Senior National Officer. After conferring with the Senior National Officer, plans are to be made to assist and cooperate with the Senior National Officer in carrying out the duties of the office.

Every year the programs to be presented are determined by the National President and the Senior National President. They determine the number and extent of national contests and the manner in which the programs of the officers and committees are to be accomplished.

Any National Officer wishing to submit a program in the *National Program Packet* for a particular focus that year must comply with the following procedure:

- The National Officer submits a tentative plan to the corresponding Senior National Officer.
- Upon approval by the Senior National Officer, the plan must be sent to the Senior National Chairman of Awards.
- The plan must be delivered by the time specified by the National President to be considered by the Awards Committee.
- The National President and the Senior National President must approve the final program for that year.

All National Officers should prepare highlights of important points to be remembered about the objectives of the particular office. Each officer should prepare brief but pertinent plans for the year's work and should always be prepared to promote the work of the office and the National Society whenever an opportunity presents itself.

National Officers are expected to meet with the corresponding State Officers when attending state conferences and regional meetings. When attending state conferences and regional meetings, each National Officer is to register by the required deadlines, to pay all required fees, and to adhere to the specific rules of that function. Each National Officer is responsible for making room reservations in advance.

At National Convention each National Officer reads a joint annual report of the activities of the National Officer and Senior National Officer for the term of office. The Senior National Officer should receive a preliminary draft of this annual report no later than three weeks prior to the National Convention. This time period is necessary for the Senior National Officer to review the preliminary report. The Senior National Officer will return the National Officer's report along with a copy of the Senior National Officer's report not less than fifteen days prior to National Convention. The National Officer will incorporate both reports into one for presentation at National Convention.

Reports of National Officers, National Chairmen, and State Presidents are limited to two minutes, should concentrate on work accomplished by the National Officer and the Senior National Officer in fulfilling the duties of the office, and should contain the following:

- Title of office
- Date reported
- Typed in third person on standard size 8½ x 11-inch white bond paper
- 1½-inch left margin
- No staples, punched holes, or stationery acceptable
- Signed in ink by the National Officer and Senior National Officer
- Produced in triplicate

National Officers and National Chairmen present two copies of their written reports to the Senior National Recording Secretary for final approval preferably at the National Board meeting on Friday but no later than thirty minutes prior to the meeting at which the report is to be read.

In the absence of the signature of the Senior National Officer, the National Officer may secure the approval and signature of the Senior National President or the Senior National First Vice President. Reports of National Officers and National Chairmen not present will be filed unread unless for specific reason a particular report is requested read.

Specific Duties of National Officers

The **National President**, under the supervision and approval of the Senior National President, has the privilege and responsibility to:

1. Call and preside at meetings of the National Board.
2. Attend meetings of the Advisory Board and Senior National Board of Management without the privilege of voting except on amendments to the national *Bylaws*.
3. Bring National Board recommendations to the Senior National Board of Management either with or without personal endorsement.
4. Bring personal recommendations to the Senior National Board of Management.
5. Prepare an agenda, preside at all sessions of the National Convention, and control the microphones at National Convention to see that traditions are followed.
6. Represent the Society on appropriate occasions.
7. Appoint members to National and Convention Committees.
8. Serve as a member ex-officio of all committees except the Nominating Committee.
9. Plan the emphasis for the year and develop the objectives toward which to work.
10. Send the objectives to the respective National and Senior National Chairmen for completion before submission to the Awards Committee.
11. Approve, conduct rehearsals, and present the national programs and present all national pins at the regional meetings.
12. Conduct necessary communication with members of the National Board and National Chairmen.
13. Determine appropriate sales items to raise funds for the National President's Program. Seed money provided for National President's Program sales items is \$10,000.
14. Send unsold sales items to C.A.R. National Headquarters on or before the October meeting of the Senior National Board of Management.
15. Provide a complete accounting in writing including total cost, total sales, and profit by region of all National President's Program sales items to each member of the Senior National Board of Management at the October meeting.

The National President is the leader of the National Board and is responsible for the presentation of requests and suggestions of the National Board to the Senior National Board of Management for consideration and action. The National President calls and presides at meetings of the National Board. The National President has the responsibility to give not less than three-week notice of a meeting of the National Board. While three-week notice is the minimum amount of time allowed by the national *Bylaws*, if at all possible, it is preferable to give more notice in order that economical and convenient travel arrangements may be made.

The National President with the approval of the Senior National President develops the National President's Program for the year and selects the National Theme and National Project for the year. The Senior National Board of Management has final approval for the National Theme and National Project. The National President provides objectives toward which to work for the year to the National Officers and National Chairmen.

The National President makes certain that the National Officers and National Chairmen submit programs to the Senior National Chairman of Awards. The National President attends the Awards Committee meeting in May, each meeting of the Senior National Board of Management, and the Convention Planning and Convention Committee meetings in October and January/February. The National President appoints the chairman and members of the National Nominating Committee but does not have any influence over any of the decisions of that committee.

The National President prepares messages for the *Children of the American Revolution Magazine*. Messages for state and local society newsletters are prepared upon request.

The National President envisions and prepares plans for the National Convention in cooperation with the Senior National President and National Convention General and member Chairmen. The National President appoints all program participants. The National President has the responsibility to provide the approved National Convention Agenda to the National Convention Program Coordinator for distribution to the following:

1. National President
2. Senior National President

3. National Recording Secretary
4. Senior National Recording Secretary
5. Parliamentarian for the National Society
6. National Convention General Chairman
7. National Convention Chairman
8. National Convention Program Coordinator
9. Official Convention Reporter
10. Chairman of Evening Events
10. Chairman of Color Bearers
11. C.A.R. National Headquarters file copy
12. Others as designated by the National Convention General Chairman

Invitations should be extended to the National President for state conferences. As a guest, the National President is to be accorded special courtesies as outlined in this handbook. The National President formally addresses each group visited and, if requested, conducts a discussion group for members.

By custom, on Opening Night of the Daughters of the American Revolution Continental Congress, the National President is introduced and responds with a brief message about C.A.R. The National President selects the C.A.R. flag bearer and presents the C.A.R. representatives chosen by the Senior National President. By custom, the Sons of the American Revolution invite the National President and Senior National President to bring greetings to the SAR Annual Congress.

Note: Once membership is terminated, an Honorary National President may attend Senior National Board of Management meetings with the right to voice without the privilege of voting or making motions, as long as membership is maintained in the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution, as provided in Article XIII, Senior National Board of Management, Section 5.

The **National First Vice President** presides in the absence or inability of the National President. This officer is responsible for learning as much as possible about the policies and operation of the N.S.C.A.R. and should be prepared to perform such duties as may be requested by the National President, Senior National President, or Senior National First Vice President.

The **National Second Vice President** performs such duties as may be assigned by the National President, Senior National President, or Senior National Second Vice President. The National Second Vice President and the Senior National Second Vice President receive applications for grants from the income of the Voyager Fund by August 15 each year.

The **National Chaplain** offers appropriate prayers at all meetings of the National Board and National Convention and conducts the annual Memorial Service and Installation Ceremony together with the Senior National Chaplain following National Convention. The National Chaplain conducts the "Call to Remembrance," reading the names from the Memorial Service program. In the event of the death of an Honorary National President, the current National President places a white rose on the memorial wreath assisted by the Honorary Senior National President with whom the deceased served. An Honorary National President designated by the current National President places white carnations in memory of the past National Officers who died since the last Memorial Service.

The National Chaplain reads the names of members who died since the last Memorial Service while a page places a white carnation in the memorial wreath for each person named. To ensure the effectiveness and to coordinate the total planning for a special occasion, the National Chaplain's plans and prayers for any official ceremony must be submitted in writing to the Senior National Chaplain no later than three weeks preceding the occasion when they are to be used.

The **National Recording Secretary** is required to record action taken at all meetings of the National Board and National Convention and to maintain the Minute Book. The National Recording Secretary has the responsibility to record accurately proceedings of the National Board and to assist the Senior National Recording Secretary at the National Convention. This officer within thirty days sends copies of the National Board meeting minutes to the National President, the Senior National President, the Senior National Recording Secretary, and C.A.R. National Headquarters. The original copy is placed in the

Minute Book. The National Recording Secretary is the keeper of this book during the year and after conclusion of the year relinquishes it to the succeeding officer. The National Recording Secretary is responsible for encouraging better record keeping of state and local society proceedings.

The **National Organizing Secretary** is required to promote the growth and organization of local societies. The National Organizing Secretary should become familiar with the duties of the Senior National Organizing Secretary and all information in the national *C.A.R. Handbook* and *Bylaws* relating to this office. This officer offers assistance to the Senior National Organizing Secretary and encourages the organization and reorganization of local societies.

The **National Assistant Organizing Secretary** is responsible to promote the growth and organization of local societies. The National Assistant Organizing Secretary shares such duties of the Senior National Assistant Organizing Secretary as may be requested.

The **National Corresponding Secretary** has the duty to send the call to meetings of the National Board. The National Corresponding Secretary is responsible for correspondence requested by the National President with the approval of the Senior National President.

The **National Treasurer** should become familiar with the duties of the Senior National Treasurer's office and all information in the national *C.A.R. Handbook* and *Bylaws* relating to this position. The National Treasurer offers services to the Senior National Treasurer. The National Treasurer serves as a member of the Magazine Review Committee and Development Committee and serves with voice but no vote as a member of the Finance Committee in order to understand the financial situation of the National Society.

The **National Registrar** is required to promote membership in the National Society wherever and whenever the opportunity presents itself. The National Registrar should become familiar with the duties of the Senior National Registrar's office and all information in the national *C.A.R. Handbook* and *Bylaws* relating to this position. This officer should offer assistance to the Senior National Registrar.

The **National Assistant Registrar** is required to promote membership continuously. This officer shares the duties of the Senior National Assistant Registrar.

The **National Historian** performs duties required by the office which include promoting and encouraging historical work in the local and state societies. The National Historian is encouraged to work closely with the Senior National Historian to perform the duties of the office. The placement of historical plaques is encouraged at the local and state levels, but the Senior National Board of Management must approve the wording on the plaques. The National Historian works with the Senior National Historian to collect historical information for the term of office to be placed in an archival file at C.A.R. National Headquarters. Such information should include but is not limited to the National President's campaign literature, photograph, theme pin, project, etc. for future historical purposes.

The **National Librarian** performs duties required by the office including promoting the library and encouraging members and friends to support The National Society of the Children of the American Revolution Library. The National Librarian serves as a member of the Library Advisory Committee. The National Librarian should be familiar with and have the Library Standards for convenient reference. This officer should invite members and friends to visit the library and encourage the contribution of appropriate items or money to purchase such items.

The **National Curator** is required to serve as a member of the Museum Advisory Committee and to encourage members and friends to support The National Society of the Children of the American Revolution Museum. The National Curator should be familiar with and have the Museum Principles for convenient reference. This officer should invite members and friends to visit the museum and encourage the contribution of appropriate items or money to purchase such items.

The **National Vice Presidents for the Regions** are required to perform such duties as may be requested by the National President, Senior National President, and the corresponding Senior National Vice President for the Region. A National Vice President and a Senior National Vice President represent each of the nine geographic regions. The National Vice President for the Region under the supervision and approval of the Senior National Vice President for the Region has the privilege and responsibility to:

1. Assist in the planning of the regional meeting.
2. Prepare an agenda and preside at all sessions of the regional meeting.
3. Appoint and inform all member participants of their duties for the regional meeting.
4. Conduct necessary communication with state and local societies in the region.
5. Help to coordinate the meeting, tour, and activities.
6. Make introductions and present awards.
7. Serve on the National Board with the privilege of voting.
8. Promote C.A.R. programs and projects in state and local societies in the region.

Responsibilities and Duties of Senior National Officers

All Senior National Officers are expected to conduct themselves in a respectful, honorable, considerate, and conscientious manner at all times. The Senior National Officers as the leaders of the National Society are the role models from whom all members and senior leaders learn. A Senior National Officer must be a positive example for members and seniors to admire and emulate. Each Senior National Officer is responsible for studying the national *C.A.R. Handbook* and *Bylaws* to learn specific duties of the office and the duties of the corresponding National Officer. All Senior National Officers perform duties appropriate to the office and offer assistance and advice to the respective National Officers. The Senior National President or the Senior National Board of Management may assign other duties.

Senior National Officers are to contact the corresponding National Officer and to cooperate in formulating plans that further the work of that particular office. Each Senior National Officer evaluates the plans submitted by the corresponding National Officer and determines if the plans are within the scope of the duties and responsibilities specific to the particular office. If the work of the office can be accomplished better by writing a letter to the state societies, the National Officer and Senior National Officer should decide what needs to be written and submit the proposed copy to the National President and the Senior National President for approval.

Senior National Officers are responsible for making plans for the annual program of that office. Each officer should prepare brief but pertinent plans for the year's work and should always be prepared to promote the work of the office and the National Society whenever an opportunity presents itself. Each Senior National Officer is to assist the corresponding Senior State Officer by giving advice and assistance when needed.

Each Senior National Officer has the responsibility to attend meetings of the Senior National Board of Management and to report to the Senior National Board of Management as the office requires. All Senior National Officers prepare written reports to be presented at the October meeting and April Annual Meeting of the Senior National Board of Management. These reports should include activities in the performance of the duties of the office and the accomplishments during the reporting period. Each Senior National Officer is expected to prepare a written annual report to be incorporated in the report to be presented by the corresponding National Officer at the National Convention.

It is the responsibility of the Senior National Officer to remind the National Officer that a joint annual report is given at National Convention covering the term of office and to remind the National Officer when the preliminary report is due. Upon receipt of the National Officer's preliminary report three weeks prior to National Convention, the Senior National Officer reviews and returns it together with a copy of the Senior National Officer's report not less than fifteen days before National Convention. This time period allows the National Officer the time necessary to incorporate both reports into one joint report for presentation at the National Convention as required by national *Bylaws*.

The annual Senior National Officer's fee is to be paid no later than May 1 each year.

Specific Duties of Senior National Officers

The **Senior National President** is the chief executive officer of N.S.C.A.R. The Senior National President is the official spokesperson and representative for N.S.C.A.R. in its relation to the public and other organizations. The Senior National President has the responsibility and authority to effect performance of duties and obligations of members and seniors alike in accordance with national *Bylaws* and established policies of the National Society. The Senior National President has general supervision of the entire organization and has the privilege and responsibility to:

1. Advise and counsel the National President.
2. Call and preside at all meetings of the Senior National Board of Management and Advisory Board.
3. Attend National Board and regional meetings.
4. Make all arrangements for National Convention with the help of the National Convention General Chairman.
5. Plan the National Convention in cooperation with the National President and appoint all Senior National Convention Committees.
6. Appoint chairmen and members to Standing Committees as provided in Article XIX of the national *Bylaws* and such other committees authorized by the Senior National Board of Management.
7. Serve as a member ex-officio of all committees except the Senior National Nominating Committee.
8. Approve all plans for regional meetings.
9. Appoint Senior State Presidents subject to confirmation by the Senior National Board of Management after consultation with the outgoing Senior State President and considering recommendations from the State Regent of DAR and the State Presidents of SAR and S.R.
10. Report nonperformance of duty of any Senior National Officer or appointee to the Senior National Board of Management for appropriate action.
11. Appoint National Promoters and Life Promoters subject to confirmation by the Senior National Board of Management.
12. Call to order the National Convention and present the National President.

The National President and Senior National President prepare joint information on the year's emphasis and objectives to be sent to National and Senior National Officers, National and Senior National Chairmen, State and Senior State Presidents, Senior Society Presidents, Senior Organizing Presidents, and Senior Reorganizing Presidents. The Senior National President writes messages for the *Children of the American Revolution Magazine* and messages for state and local society newsletters when requested.

Invitations should be extended to the Senior National President for state conferences. As a guest at regional meetings and state conferences, the Senior National President is to be accorded special courtesies as outlined in this handbook. The Senior National President formally addresses each group visited and, if requested, conducts a discussion group for seniors.

It is customary for the Senior National President, when a DAR member, to be invited to serve as the National Chairman of the NSDAR Children of the American Revolution Committee. This NSDAR committee promotes the interests and growth of C.A.R. in the states and urges sponsorship of C.A.R. local societies by DAR chapters. As National Chairman of this committee, the Senior National President reports to NSDAR Continental Congress and Board of Management meetings.

On Opening Night of the Daughters of the American Revolution Continental Congress, it is customary for the Senior National President to bring greetings on behalf of the National Society and to present the National President. The Senior National President selects the C.A.R. representatives unless the President General of DAR wishes to select the C.A.R. members to represent the Society. By custom the Sons of the American Revolution invites the National President and Senior National President to bring greetings to the SAR Annual Congress.

The **Senior National First Vice President** presides in the absence or inability of the Senior National President and performs such duties as may be required. This officer must have knowledge of the structure, policies, and operation of the N.S.C.A.R. from the highest level down through the local societies in order to perform such duties as may be required.

The **Senior National Second Vice President** performs such duties as may be assigned by the Senior National President. Prior to each meeting of the Advisory Board or the Senior National Board of Management, the Senior National Second Vice President should do the following:

1. Determine that the meeting room is properly set up.
2. Place the seating cards in protocol order for officers and chairmen.
3. Place the gavel at the podium.

The Senior National Second Vice President and the National Second Vice President receive applications for grants from the income of the Voyager Fund by August 15 each year. The Senior National Second Vice President serves as a member of the Endowment Fund Advisory Committee.

The **Senior National Chaplain** offers the opening prayer at all meetings of the Senior National Board of Management and Advisory Board. The duties of this officer are specified in the national *Bylaws*. The Senior National Chaplain writes notes of condolence to families of deceased senior leaders and advises the National Chaplain on all matters pertaining to the office.

After conferring with the Senior National President and National Convention General Chairman, the Senior National Chaplain, together with the National Chaplain, plans the annual Memorial Service and Installation Ceremony held at the time of the National Convention. A red rose is placed at the top of the memorial wreath by the Senior National President to honor Harriett Mulford Lothrop, the founder of N.S.C.A.R. In the event of the death of an Honorary Senior National President, it is a courtesy to invite the National Presidents who served during that administration to assist in placing a rose on the memorial wreath. By invitation of the Senior National President, Honorary Senior National Presidents place white roses for deceased current and past Senior National Officers. Pages place white roses for other senior leaders.

The following categories of persons are remembered with the placement of flowers at the annual Memorial Service:

- Current C.A.R. members
- Past National Officers
- Past State Presidents
- Current and past Senior National Officers
- Honorary Senior National Presidents
- Current and past Senior National Honorary Vice Presidents
- Current and past Senior State Presidents
- Current Senior Society Presidents
- Life Promoters
- Current National Promoters

The **Senior National Recording Secretary** has the privilege and responsibility to:

1. Record accurately proceedings of the Advisory Board, the Senior National Board of Management, and the National Convention.
2. Prepare typed copies of the full minutes of the Senior National Board of Management, which are distributed to the Senior National Board of Management for their review and comments prior to the next board meeting.
3. Send a copy of the minutes to the Senior National President within thirty days following each meeting.
4. Send a copy of the minutes to the C.A.R. Webmaster for posting on the members website within 30 days following each meeting.
5. Promptly file at C.A.R. National Headquarters all motion cards and original minutes of all meetings.
6. Send copies of all approved motion cards to the Editor of the *Children of the American Revolution Magazine* after each meeting for inclusion in the next issue.
7. Make the minutes, motion cards, and records available to members of the Senior National Board of Management upon request.³
8. Certify documents, charters, official record copies of applications, certificates attesting membership, etc., using the Seal of the Society.
9. File the Official Proceedings of the National Convention at C.A.R. National Headquarters.
10. Gather, compile in chronological order, and place in archival boxes all minutes and attendant reports of the Senior National Officers and Senior National Chairmen to be presented to the Archivist of the National Society.
11. Place the sign-in book on the desk of the Senior National Recording Secretary.

The **Senior National Organizing Secretary** receives from the Senior State Presidents the electronic Memorandum of Appointments of Senior Society Presidents, Senior Organizing Presidents, and Senior Reorganizing Presidents including societies in foreign countries and Senior State President

³ RONR (11th ed.), p. 459

appointments from the Senior National President. The Senior National Organizing Secretary receives from the Senior Society Organizing President descriptions of three proposed society names with a documented history to submit for approval. The Report of Organization of Society is submitted once the organizing meeting has taken place. The Senior National Organizing Secretary reports at each Senior National Board of Management meeting, presents all of the above for confirmation, and notifies the confirmed appointees. The Senior National Organizing officer reports contains additional information from Senior State Presidents concerning a local society's status. This information may include reorganization, failure to organize or reorganize, name changes, location changes, disbandment and general housekeeping to keep records current. All approved information pursuant to this office is reflected in the motions which are printed in the *Children of the American Revolution Magazine* and the reports are posted on the website.

The Senior National Organizing Secretary must keep a record of the local societies including names and short histories, dates of organization, numbers of organizing members, dates of confirmation, and names of Senior Society Presidents. This officer conducts the correspondence of the office and promotes the organization and growth of local societies. The Senior National Organizing Secretary issues a charter to a local society when a written request is received.

The **Senior National Assistant Organizing Secretary** shares such duties of the office of the Senior National Organizing Secretary as may be agreed upon and approved by the Senior National President. Following each meeting of the Senior National Board of Management, this officer assists the Senior National Organizing Secretary in notifying persons whose appointments or reappointments were confirmed. This officer returns a copy of the Memorandum of Appointments, sends a notice of confirmation of name of society, returns a copy of the Report of Organization of Society, addresses all envelopes, and performs other duties as requested.

The **Senior National Corresponding Secretary** gives due notice of all meetings of the Senior National Board of Management and Advisory Board. This officer attends to the correspondence of the office and to such other correspondence as the Senior National President and the Senior National Board of Management may direct. This officer is responsible for obtaining current disclosure information and maintaining/ updating the national roster. This officer supervises the distribution of other printed matter pertaining to the National Society. All requests for materials should be directed to C.A.R. National Headquarters.

The Senior National Treasurer:

1. Has charge of all funds of the Society.
2. Supervises the collection of all funds and deposits the same to the credit of The National Society of the Children of the American Revolution in financial institutions approved by the Senior National Board of Management.
3. Supervises the disbursement of all funds, such disbursement to be countersigned by the Senior National President and authorized by the Senior National Board of Management.
4. Oversees all correspondence of the office including certificates attesting membership and notices of delinquent dues or fees.
5. Supervises accounting procedures.
6. Makes accounts or correspondence available to the Senior National Board of Management.
7. Oversees the preparation and submission of tax returns and other government requested documents.
8. Is bonded in such amount as may be determined by the Senior National Board of Management and paid by the National Society.
9. Submits a summary of accounts to each meeting of the Senior National Board of Management.
10. Submits a detailed report to the Annual Meeting of the Senior National Board of Management showing receipts and disbursements for specific committees, balance on hand, where deposited, and outstanding obligations of the National Society. Similar data for preceding periods should be provided.
11. Prepares and presents financial books of the National Society to the Auditing Committee and a Certified Public Accountant. This examination occurs annually and at the time of a new Senior National Treasurer assuming the office.
12. Provides a Certificate of Eligibility to a candidate running from the floor.
13. Serves as a member of the Finance Committee, Development Committee, Endowment Fund Advisory Committee, and Magazine Review Committee.

The following items concern business to be transacted with the office of the Senior National Treasurer:

- Dues and fee payments for members and seniors
- Changes in the status of members
- Certificates attesting membership for members desiring to transfer to another society or to member-at-large or to join DAR, SAR, or S.R.
- Supplies
- Magazine subscriptions

The **Senior National Registrar** examines all applications for membership and keeps a register of the name, date of acceptance, and national number of each member. The Senior National Registrar reports at each Senior National Board of Management meeting. The Senior National Registrar is responsible to:

1. Examine all applications for membership, all correspondence relating thereto, and decisions in problems of genealogical research.
2. Assign national numbers and preserve approved applications.
3. Return a copy of each approved application to the Senior Society President or to the member if a member-at-large.
4. Prepare lists of members admitted which are forwarded to the Senior State Presidents for distribution to the Senior State Registrars and the Senior State Treasurers.
5. Maintain files of ancestors through whom members have been admitted.
6. Upon request and payment of fees, forward record copies of applications.
7. Upon request issue authorizations for insignia and official pins and bars.
8. Countersign all transfers and certificates of membership.

The **Senior National Assistant Registrar** shares such duties of the office of the Senior National Registrar as may be agreed upon and approved by the Senior National President. This officer assists the Senior National Registrar when requested.

The **Senior National Historian** has supervision of current historical papers and articles which are cataloged and filed at C.A.R. National Headquarters. The Senior National Historian confirms with the Webmaster that the most current annual report forms are posted on the N.S.C.A.R. Web site. Senior Society Presidents should download the form, printed on the appropriate archival paper and send the completed form to C.A.R. headquarters. After these reports are completed and returned, the Senior National Historian organizes them to be preserved. This officer is responsible for encouraging historical work of local and state societies.

The National Historian works closely with the Senior National Historian to collect historical information for the term of office to be placed in an archival file at C.A.R. National Headquarters. Such information should include but is not limited to the National President's campaign literature, photograph, theme pin, project, etc. for future historical purposes.

The Senior National Historian annually compiles the chronological history of the National Society. This information is compiled from the record of the C.A.R. offices held by members of the National Board, National Chairmen, Senior National Board of Management, and Senior National Chairmen. This should include but is not limited to the *National Program Packet*, information from regional meetings, National Convention forms, documents, and programs, museum newsletter, National Project, and awards. After this information is collected, organized in chronological order, and placed in archival boxes, it is presented to the Archivist for cataloging and preservation. It is essential that the above be done on an annual basis in order to continue to record the history of the National Society.

The Senior National Historian authorizes placement of C.A.R. grave markers and retains marker application and installation/dedication records.

The **Senior National Librarian** supervises The National Society of the Children of the American Revolution Library, resource and reference books contained therein, the multimedia collections, and library materials not meeting museum or archival criteria. The Senior National Librarian catalogs and arranges these items and handles all correspondence pertaining to the library. Subject to approval of the Senior National President and the Senior National Board of Management, the Senior National Librarian has authority to accept additions to the library collections or to reject any gift deemed unsuitable. The Senior National Librarian reports to the Senior National Board of Management.

Library Standards
for
The National Society of the
Children of the American Revolution
Adopted February 7, 2000
Amended February 1, 2010

The National Society of the Children of the American Revolution Library functions as a multimedia vehicle to provide educational opportunities for children of all ages by offering various types of materials pertaining to the Colonial Era, American Revolution, and Post Revolutionary War periods of American History. Writings by and about the author-founder of the N.S.C.A.R., Harriett Mulford Lothrop, are included. Supplemental materials pertaining to N.S.C.A.R. programs and reflecting the lives of young Americans of this period are also offered. Reproduced information from some of the Archives of the National Society is available for research. The legal name of the Library is The National Society of the Children of the American Revolution Library, hereinafter referred to as N.S.C.A.R. Library.

1. Purpose
 - a. To provide educational material pertaining to early American life, which will be of interest to children of all ages.
 - b. To encourage interest in American history by locating and presenting to the N.S.C.A.R. Library suitable volumes for the collections.
 - c. To provide educational material about the founder of N.S.C.A.R., Harriett Mulford Lothrop.
2. Criteria for N.S.C.A.R. Library Gifts
 - a. First edition books pertaining to the American Revolution.
 - b. Writings and published materials authored by persons living during the Revolutionary War period.
 - c. Published material about the American Revolution.
 - d. Writings by and about Harriett Mulford Lothrop, especially first edition books under her pen name, Margaret Sidney.
 - e. Reference material for researching artifacts of Americana.
 - f. Multimedia material pertaining to American history, national landmarks, patriotic Americana, etc.
 - g. Duplicates or reproductions of archival materials (*Children of the American Revolution Magazine*, histories of societies, annual rosters, National Program Packets, etc.)
 - h. Research materials to aid in the development of programs for the National Society.
 - i. Educational items meeting the objectives and programs of the National Society.
3. Rules for Governing the Acceptance of Gifts to the N.S.C.A.R. Library
 - a. All gifts accepted become the permanent property of the N.S.C.A.R. Library.
 - b. The Senior National Board of Management, or its assigns, determines whether, for how long, and in what manner items are exhibited to the public.
 - c. If at some future date, items are determined to be inappropriate for the collections of the N.S.C.A.R. Library, the Senior National Board of Management reserves the right to de-accession.
 - d. All gifts to the N.S.C.A.R. Library are tax-deductible in accordance with Federal Income Tax laws.
4. Rules Governing the Loan of Gifts from the N.S.C.A.R. Library
 - a. The borrower will insure item(s) on loan against all ordinary risks.
 - b. A copy of adequate insurance will be sent to N.S.C.A.R.
5. Procedure to Follow for All Proposed Gifts to the N.S.C.A.R. Library
 - a. Write to the Senior National Librarian with a description of the gift that is being proposed and explanation of appropriateness. Request a gift form at that time.
 - b. The Senior National Librarian replies to the prospective donor and, if the proposed gift appears to be acceptable, sends gift form.
 - c. The prospective donor returns the completed gift form to the Senior National Librarian.
 - d. Upon receipt of the completed gift form, the Senior National Librarian determines if the item meets the criteria for Library Standards. The Senior National Librarian then recommends the item(s) to the Senior National Board of Management for approval. If not accepted, an explanatory letter is sent to the prospective donor.
 - e. Once the Senior National Board of Management has accepted an item, the Senior National Librarian sends a letter to the donor and requests the item(s) be sent, insured by the donor,

to C.A.R. National Headquarters. The Senior National Librarian is to be notified in advance of such shipments.

6. Procedure to Follow for Loan of Audiovisual Materials from the N.S.C.A.R. Library
 - a. The borrower completes the N.S.C.A.R. Library Audiovisual Loan Request Form as directed by the instructions stated on the form and sends it and the rental fee to C.A.R. National Headquarters.
 - b. The Senior National Librarian determines the availability of the requested item, verifies that the request includes payment of the rental fee, and ensures that the expiration date is valid when payment is made by credit card.
 - c. The Senior National Librarian makes a copy of the N.S.C.A.R. Library Audiovisual Loan Request Form with the credit card information blocked so that it is not transferred to the copy. He/she attaches cash or check payments to the original copy of the request form. The original copy is given to the accountant, who deposits the rental fee. The copy is retained as an N.S.C.A.R. Library record.
 - d. The Senior National Librarian retrieves the requested item from the N.S.C.A.R. Library, prepares the item for mailing to the borrower, encloses a return mailing label and instructions with the item, places the package in the outgoing mail box at C.A.R. National Headquarters, and maintains a record of the loan.
 - e. The borrower returns the item to C.A.R. National Headquarters according to the instructions sent with the item.
 - f. The Senior National Librarian inspects the returned item for damages, returns it to its assigned location in the N.S.C.A.R. Library, and updates the record to reflect the return of the item.
 - g. Items are available on a first-come first-served basis. When more than one request for a single item is received, preference will be given to the request bearing the earliest postmark.
 - h. Requests for loan items should be received at C.A.R. National Headquarters no later than ten (10) days prior to a Senior National Board Meeting. The loan period begins with the mailing of an item to the borrower and ends ten (10) days prior to the date of the first meeting of the Senior National Board of Management occurring after the use date of the item as designated on the N.S.C.A.R. Library Audiovisual Loan Request Form. If the designated use date of the item is less than ten (10) days prior to a Senior National Board Meeting, the end of the loan period will be ten (10) days prior to the immediately following Senior National Board Meeting.
 - i. The rental fee will be waived for borrowers who visit the N.S.C.A.R. Library on the days the Senior National Board of Management Meetings are held and receive their items directly from the Senior National Librarian.

N.S.C.A.R. Library Gift Form

I (we) hereby give to the N.S.C.A.R. Library absolute and unconditional ownership of the following property, together with all copyright and associated rights which I (we) have for myself, my distributes, and personal representatives.

Date		Accepted <input type="checkbox"/> Reviewed <input type="checkbox"/> Rejected <input type="checkbox"/>		N.S.C.A.R. Accession Number	
State Society				<div style="border: 1px solid black; padding: 20px; font-size: 2em; font-weight: bold;">L-</div>	
Donor's Society					
Donor's Name		Donor's Signature			
Donor's Address					
City	State	ZIP + 4® Code	Phone or e-mail		
Item					
Maker	Date of origin	Geographic origin	Size		
Description (attach photograph)					
History (include documentation)					
How acquired		Attach additional information			

Condition/Alterations

Appraisal Value or Cost

\$

Authenticator

Use a separate N.S.C.A.R. Library Gift Form for each gift. Return form to:
 Senior National Librarian, C.A.R. National Headquarters
 1776 D Street NW - Room 224, Washington, DC 20006-5303
 Form revised 2-7-2000

The **Senior National Curator** has supervision of The National Society of the Children of the American Revolution Museum and other collections. Subject to approval of the Senior National President and the Senior National Board of Management, the Senior National Curator has authority to accept additions to the N.S.C.A.R. Museum and other collections or to reject any gift deemed unsuitable. The Senior National Curator reports to the Senior National Board of Management.

Museum Principles

for

The National Society of the
Children of the American Revolution
Adopted February 7, 2000
Amended October 13, 2008
Amended October 18, 2010

The National Society of the Children of the American Revolution Museum exhibits objects of historical and cultural interest and objects that showcase the projects and history of The National Society of the Children of the American Revolution. The Museum is designed to interest children of all ages in the cultural heritage of the United States. The legal name of the Museum is The National Society of the Children of the American Revolution Museum (hereinafter referred to as N.S.C.A.R. Museum).

1. Purpose:
 - a. To collect objects of historical and cultural interest to children of all ages.
 - b. To exhibit these objects in a manner that is both stimulating and educational to youth in modern society.
2. Criteria for N.S.C.A.R. Museum Gifts:
 - a. Objects made or used before 1830 and/or museum quality reproductions are suitable for presentation to the N.S.C.A.R. Museum, if documented and in good condition.
 - b. All objects must be authenticated for both originality and date before being proposed for presentation to the N.S.C.A.R. Museum.
 - c. Smaller objects are preferable because of limited storage and display space.
3. Criteria Rules Governing the Acceptance of Gifts to the N.S.C.A.R. Museum:
 - a. All gifts accepted become the permanent property of the N.S.C.A.R. Museum.
 - b. The Senior National Board of Management, or its assigns, determines whether, for how long, and in what manner objects are exhibited to the public.
 - c. If, at some future date, objects are determined to be inappropriate for the collections of the N.S.C.A.R. Museum, the Senior National Board of Management reserves the right to deaccession.
4. Rules Governing the Loan of Gifts from the N.S.C.A.R. Museum:
 - a. The borrower will insure object(s) on loan against all ordinary risks.
 - b. A copy of adequate insurance will be sent to N.S.C.A.R.
5. Procedure to Follow for All Proposed Gifts to the N.S.C.A.R. Museum:
 - a. Write the Senior National Curator and send photos with a description of what is being proposed, accompanied by documentation of authenticity, and request a gift form.
 - b. The Senior National Curator replies to the prospective donor and, if proposed gift appears to be acceptable, sends a gift form.
 - c. The prospective donor returns the completed gift form to the Senior National Curator.
 - d. Upon receipt of completed gift form, the Senior National Curator determines if the object meets the criteria for Museum Principles. The Senior National Curator then recommends the object to the Senior National Board of Management for approval. If not accepted, an explanatory letter is sent to the prospective donor.
 - e. Once the Senior National Board of Management has accepted an object, the Senior National Curator sends a letter to the donor and requests the article be sent, insured by donor, to C.A.R. National Headquarters. The Senior National Curator is to be notified in advance of such shipment.

N.S.C.A.R. Museum Gift Form

I (we) hereby give to the N.S.C.A.R. Museum absolute and unconditional ownership of the following property, together with all copyright and associated rights which I (we) have for myself, my distributes, and personal representatives.

Date	Accepted <input type="checkbox"/>	N.S.C.A.R. Accession Number	
State Society	Reviewed <input type="checkbox"/>	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> M- </div>	
Donor's Society	Rejected <input type="checkbox"/>		
Donor's Name		Donor's Signature	
Donor's Address			
City	State	ZIP + 4® Code	Phone or e-mail
Item			
Maker	Date of origin	Geographic origin	Size
Description (attach photograph)			
History (include documentation)			
How acquired		Attach additional information	

Condition/Alterations

Authenticator

Appraisal Value or Cost

\$

Use a separate N.S.C.A.R. Museum Gift Form for each gift.
Return form to: Senior National Curator, C.A.R. National Headquarters
1776 D Street NW - Room 224, Washington, DC 20006-5303
Form revised 2-7-2000

The **Senior National Vice Presidents for the Regions** perform such duties as may be requested by the National President, Senior National President, and the corresponding National Vice President for the Region. The Senior National Vice President for the Region with the assistance and cooperation of the National Vice President for the Region has the privilege and responsibility to:

Plan the regional meeting with the approval of the Senior National President.

1. Approve the agenda written by the National Vice President for the Region.
2. Appoint seniors to regional meeting committees.
3. Conduct necessary communication with local and state societies in the region.
4. Call to order the regional meeting and present the National Vice President for the Region.

4

National Convention

The National Convention highlights the C.A.R. year! The National Convention is held annually for the purpose of:

1. Receiving reports of officers and committees.
2. Election of officers.
3. Programs in furtherance of the Object of the Society.
4. Any other business that may arise.

Unless otherwise ordered by a majority vote of the entire membership of the Senior National Board of Management, which vote may be taken by written notice, the National Convention shall be held within The Greater Washington, D.C. area (defined as the area within a 5-mile radius of the Capital Beltway) the end of the week in which April 19 falls. This date was selected because of its significance to the American Revolution. This was the date of the beginning of the Battle of Lexington, "the shot heard 'round the world."

National Convention information is sent in February to those listed in the National Roster and to Senior Society Presidents and is posted on the N.S.C.A.R. Web site. The information is detailed in the Spring issue of the *Children of the American Revolution Magazine*. Appropriate dress is required. See the Dress Code in this handbook.

The voters of the National Convention are the National Officers, Honorary National Presidents who are currently members, State Presidents, Society Presidents, and delegates. A State President not in attendance may be represented by the respective State Vice President. A Society President not in attendance may be represented by the respective Society Vice President or an accredited alternate from the same society. The delegates and alternates to the National Convention shall be members of the local societies which they represent having paid dues for the current calendar year on or before February 1. An accredited alternate may represent a delegate not in attendance from the same society. No member may be assisted in marking a ballot or voting except by a duly sworn teller. Twenty voting members shall constitute a quorum at the National Convention.

Prospective members of an organizing society may attend the National Convention but shall not be eligible to be delegates or alternates or to hold a national, state, or local society office prior to confirmation of the society represented. Members of an organizing or reorganizing society may attend the National Convention, but shall not be eligible to be delegates or alternates or to hold a national or state office prior to confirmation of the society represented. A member-at-large may attend the National Convention, but is not eligible to be a delegate or an alternate or to hold a national, state, or local society office.

A registration fee is required for attendance at National Convention. The Senior National Board of Management determines the amount.

The pre-opening events of the convention include meetings of the National Board and Senior National Board of Management. Rehearsals for the All States Chorus, pages and aides, ushers, and color bearers are held on Friday afternoon.

The official opening of the convention is on Friday evening when the Senior National President calls the convention to order and presents the National President who presides at all sessions. Presentation of special guests, reports of the National Chairmen, report of the Nominating Committee, and speeches by the candidates are heard at the opening session. Following this session, a candidates' reception and an Official Candidates' Party are held for member voters and alternates.

The Saturday business session includes reports presented by the National Officers which incorporate the accomplishments of the National and Senior National Officers. The state reports are presented by the State Presidents or in their absence the State Vice Presidents. Voting for National Officers takes place during the morning business session. Election of National Officers is for a term of one year. Rules and procedures for the national election are described fully in this handbook under Nomination and Election of National Officers.

Specific instructions for voters' credentials are listed in the national *Bylaws* and on the credentials form sent to each Senior Society President. The credentials form must be returned to C.A.R. National Headquarters by the deadline on the form.

The business session reconvenes in the afternoon. Results of the national election are announced. Runoff elections are held, if required. Courtesy resolutions are voted upon, and other business is transacted.

An Awards Banquet is held on Saturday evening at which time the newly elected National Officers are introduced, State Presidents Awards and National Merit Awards are recognized, and the three Most Outstanding Societies in the Nation are announced. The following are presented to recipients: Apple Slice Pin, Endowment Fund Pin, Library Fund Pin, Magazine Fund Pin, Mountain Schools Pin, Museum Major Benefactor Red Apple Pin and plaque, Niebell Fund Pin and Voyager Fund Pin.

A Grand March and dance follow the Awards Banquet for the enjoyment of the members. Seniors are traditionally serenaded from the dance but may return to the dance if they wish. All seniors and adult guests attend a senior reception on Friday evening and/or Saturday evening.

Other traditional events during National Convention include a wreath-laying ceremony at Arlington National Cemetery at the Tomb of the Unknowns; a wreath-laying ceremony at the Tomb of George and Martha Washington at Mount Vernon, Virginia; the Installation Ceremony of National and Senior National Officers and State and Senior State Presidents; and a Memorial Service at Old Presbyterian Meeting House in Alexandria, Virginia, followed by the memorial wreath laying at the Tomb of the Unknown Soldier of the American Revolution in the churchyard. The newly installed National Board will hold its first meeting.

This is a children's organization; therefore, it is a children's convention. Only members speak, give reports, vote, and accept awards at the National Convention. The Senior National President only speaks to call the convention to order, present the National President, and bring greetings. Other than the Chairman of Tellers giving the Tellers Report, no other seniors speak to the National Convention unless they have been invited to bring greetings or make a presentation. The National President has the responsibility to control the microphones at National Convention and see that these traditions are followed. If a member of a society or state is not present to accept an award, the award will be mailed to the appropriate person. Seniors do not speak, give reports, vote, or come forward to accept awards for a society or state. Seniors are invited guests and are expected to observe these rules and traditions.

Election Procedures

For complete details see N.S.C.A.R. National Bylaws and Election Code

Nominations

1. The Chairman of the National Nominating Committee presents a report during the Friday evening session.
2. The National President reads each nomination and for each office asks for nominations from the floor. If a candidate from the floor is nominated, the candidate must present a Certificate of Eligibility for office to the National Recording Secretary. (See the Election Code.)

Campaign

1. Each candidate for office is allowed a campaign speech according to the time limits outlined in the Election Code.
2. At the close of the Friday evening session, a reception is held for C.A.R. voting members to meet the candidates.
3. Throughout the entire convention, all rules on campaigning and campaign literature must be observed as stated in the Election Code.
4. The Judicial Committee handles any violations of the Election Code.
5. Election for National Offices takes place during the Saturday morning session after the candidates have again been presented.

Oath to the Tellers

1. The National Chaplain administers the Oath to the Tellers. The tellers are a committee composed of members of the DAR, SAR, and/or S.R., and other qualified adults who have accepted the appointment by the Senior National President.

2. A suggested Oath to the Tellers is, (Each teller is to raise right, ungloved hand.) "As tellers duly appointed to supervise the election of officers of The National Society of the Children of the American Revolution, do you faithfully promise to judge the balloting fairly and impartially and to report the results honestly and accurately in accord with the rules of parliamentary law and the national *Bylaws* of the Society? Answer: We do."

Election

1. The qualified voters from each state are called forward by the chairman of the Credentials Committee for a head count by the National President. The Senior State President or other qualified senior escorts the voters to a designated area to vote by secret ballot. The Honorary National Presidents and the National Officers vote last.
2. When all voting is completed, the tellers count the ballots and verify the results. Election to an office is determined by majority vote of those present and voting. During the afternoon session, the tellers return; the Chairman of Tellers reads the total votes recorded for each candidate. In each case where a candidate has a majority, the National President declares that candidate elected. For offices for which no candidate has a majority, the National President announces, "There is no election." Voters must vote again for those offices. When the last election is declared, a vote may be taken to destroy the ballots. The tellers are thanked and dismissed.

Standing Rules

1. All sessions of the National Convention shall begin promptly at the place and hour specified.
2. Everyone attending the convention must register. Registration fee: members/guests: 10 years and younger - \$___; 11 to under 22 years - \$___; adults - \$___;⁴ this entitles each person to program and badge.
3. Voter registration shall close at 9:00 A.M. on Saturday.
4. The adoption of the program, with necessary changes, shall become the Order of Business for the convention.
5. Reports of the National Officers, National Chairmen and State Presidents shall be titled by office, dated as to the date reported, and typed in third person on standard size 8½ x 11-inch white bond paper. The reports are to have a 1½-inch left margin (no staples, punched holes or stationery acceptable), signed in ink by the National Officer and the Senior National Officer and produced in triplicate; copies are for the Senior National President, the Senior National Recording Secretary and for the person who succeeds to the office. Only highlights of the reports are to be read at the convention and shall be limited to two minutes. Reports of Officers and Chairmen not present will be filed unread unless, for specific reason, a particular report is requested read. All reports, with the exception of the National President, will be given from the floor microphone, and, in the interest of time, speakers are requested to address the chair only. During reports of National Officers and National Chairmen, the corresponding Senior National Officers or Senior National Chairmen shall stand. During the reports of State Presidents, the Senior State Presidents and state delegations shall stand.
6. Any member desiring the floor shall rise, state clearly his/her name, state, and the name of his/her society. Except for officially invited speakers, ONLY C.A.R. MEMBERS ARE ENTITLED TO THE FLOOR. No member shall speak more than twice on the same subject during a session nor longer than two minutes at one time.
7. Courtesy demands there be no talking while the convention is in session. All electronic devices, must be turned off or silenced and placed in vibrate mode. Ushers and Senior State President's will strictly enforce this rule.
8. All motions offered and duly seconded by delegates shall be in writing on motion cards available from the National Recording Secretary.
9. Any and all resolutions presented to the convention shall be presented by the Committee on Resolutions. Except for courtesy resolutions, all resolutions for consideration of the National Convention must have been received by the Resolution Chairman for consideration by that committee not later than January 15. All said resolutions originate only with C.A.R. members.
10. Election of National Officers shall take place on Saturday. C.A.R. MEMBERS DULY QUALIFIED AS VOTERS ARE ENTITLED TO VOTE. The voting members at the National Convention shall be as prescribed in the national *Bylaws*, Article XI, Section 2.
11. All officers, voting members and chairmen shall occupy seating sections assigned to them.
12. The Code of Behavior, as printed elsewhere in this program, shall govern the behavior of all those attending the National Convention.
13. The Election Code, as printed elsewhere in this program, shall govern the elections.
14. There shall be no nominating speeches. Candidates for National President shall be allowed three minutes for a campaign speech. Candidates for all other offices shall be allowed one minute for campaign speeches.
15. In matters pertaining to parliamentary law, *Robert's Rules of Order Newly Revised* shall govern this convention except where inconsistent with the national *Bylaws*.
16. The attention of each voter is called to the fact that more than one ballot may become necessary before the required majority is obtained for every office. Voters are requested to be present at all sessions until offices have been filled.

⁴ Each year, the Senior National Board of Management determines the registration fee for National Convention.

Courtesy Resolutions

Following is the suggested form for courtesy resolutions, which should be offered to those who participated in the convention.

(YEAR) National Convention Courtesy Resolutions

RESOLVED:

That The National Society of the Children of the American Revolution expresses thanks and appreciation:

To the United States Military Color Guard for ____.

To the Department of the Army for the wreath laying at Arlington National Cemetery.

To the Mount Vernon Ladies' Association for the wreath laying and installation at Mount Vernon.

To the National Society Daughters of the American Revolution for ____.

To the National Society Sons of the American Revolution for ____.

To the General Society Sons of the Revolution for ____.

To the Old Presbyterian Meeting House for ____.

To the Reverend ____ for ____.

To the National President and Senior National President for ____.

To the convention hotel for ____.

To (any listed on the program) for ____.

N.S.C.A.R. Codes

A new Election Code was adopted October 16, 2001, to govern national elections. This code, with subsequent amendments, details declaration of candidacy, nomination for office, campaigning, and election procedure. It is the obligation of each candidate, members of the Nominating Committee, the National President, and attending members to the National Convention to follow the standards in the Election Code.

Election Code

Originally adopted October 16, 1958

Adopted October 16, 2001
Amended February 4, 2002
Amended October 14, 2002
Amended February 7, 2005
Amended February 1, 2010

Amended October 17, 2011
Amended February 6, 2012
Amended December 7, 2013
Amended February 9, 2015
Amended December 5, 2015

1. **Eligibility.** Only members with dues paid by January 1 may serve on the Nominating Committee or the Judicial Committee, submit nomination forms, be nominated, be elected, or serve as National Officers of The National Society of the Children of the American Revolution (N.S.C.A.R.).
2. **National Nominating Committee.** By October 1 of each year, the National President shall appoint the Nominating Committee. The Chairman of the Nominating Committee shall be designated by the National President. It is recommended that the chairman appointed shall have served on at least one previous Nominating Committee. Those appointed to the committee shall be announced on the N.S.C.A.R. Web site and in the Fall issue of the *Children of the American Revolution Magazine*. National *Bylaws*, Article VI, Section 6 reads: "The Nominating Committee is automatically discharged when its report is formally presented to the assembly at National Convention, although if all of the candidates for an office withdraw before the election, the committee is revived and should meet immediately to agree upon another nominee if there is time."
3. **Nomination Forms.** Any member may apply for nomination to national office by submitting a nomination form to the Nominating Committee on or before the deadline date stated on the current form. The Chairman of the Nominating Committee will send a copy of the current nomination form to each member of the National Board and National Chairmen via the National Corresponding Secretary. The current nomination form will also be posted on the N.S.C.A.R. Web site to be available to any member. The Nominating Committee may in its sole discretion consider possible candidates who do not submit nomination forms and consider or disregard late nomination forms. These practices are to be implemented by each Nominating Committee on a consistent basis.
4. **Responsibility of the Chairman.** The Chairman of the Nominating Committee has the responsibility to determine, with the assistance of C.A.R. National Headquarters, that members of the Nominating Committee, members who submit nomination forms, and members under consideration for nomination are members with dues paid by January 1.
5. **Nomination by the Committee.** The Nominating Committee shall meet before January 31 of the election year. The meeting date may be announced once set. It will consider all timely nomination forms. The committee may consider any member whether a nomination form is submitted or not. The committee's goal is to nominate at least one and not more than two qualified candidates for each national office. National *Bylaws*, Article VI, Section 4 reads: "The committee shall prepare and present to the National Convention a slate of not more than two candidates for each office."
6. **Candidates' Responsibilities.**
 - A. **Acceptance and Rejection.** The Nominating Committee shall contact all selected candidates and inform them of the offices for which they are to be nominated. The committee will not reveal at that time the identity of any other candidates for office. After agreeing to accept, the selected candidates must confirm their acceptance in writing within twenty-four hours by facsimile or e-mail to the Chairman of the Nominating Committee. The failure to submit this confirmation may be deemed by the committee as rejection of the nomination. A member who verbally rejects a particular nomination at the time contacted by the committee is still eligible to be nominated by the committee for another office or to run from the floor for any office. The

selected candidates must keep their nominations confidential until the slate is officially announced by the Nominating Committee.

- B. Withdrawal.** If after sending written confirmation of acceptance to the Nominating Committee's nomination a nominee wishes to withdraw, he or she may do so by written notice to C.A.R. National Headquarters and either the Chairman of the Nominating Committee or the Senior National President. A nominee who has withdrawn after acceptance is ineligible to run for any national office for that year.

7. Confidentiality.

- A. Nominating Committee.** Committee members MUST NOT discuss the deliberations of the committee with anyone else except the members of the committee. If it is found that a member of the committee has violated confidentiality, the National President and/or the Senior National President may remove the member from the committee. The National President and/or the Senior National President may also choose to prohibit the member from running for national office for that year. Even after the committee is discharged, its deliberations should always remain confidential.
- B. Candidates.** Those agreeing to be candidates for office may discuss their nominations with only their immediate families and no one else until the official announcement of the Nominating Committee slate. If a candidate reveals or takes any other action that may disclose his or her nomination before the slate is officially announced, the Nominating Committee may remove that candidate from the nomination slate and in addition that member will not be eligible to run from the floor for any office that year.

- 8. Announcement of the Slate.** The Chairman of the Nominating Committee must receive all written acceptance confirmations before the slate will be released. The Nominating Committee shall announce the nominees no later than March 1. Upon this release, the slate will be sent by written notice (U.S. Mail and/or e-mail via the National Corresponding Secretary and the Senior National Corresponding Secretary) to the members of the National Board and Senior National Board of Management and each Senior Society President for the Society President. The slate will also be posted to the N.S.C.A.R. Web site.

- 9. Nominations from the Floor.** Candidates may be nominated from the floor of the National Convention. A floor nominee must consent in writing to being nominated to a specified office and request in writing a Certificate of Eligibility verifying dues paid by January 1 from C.A.R. National Headquarters. This consent and request must be submitted to C.A.R. National Headquarters no later than February 15 of the election year. The Senior National President is responsible to verify that each member requesting to run from the floor has paid dues by January 1. Once verified, the Certificate of Eligibility will be sent immediately. The member is considered a candidate once he or she has received the certificate. The Senior National President shall notify all candidates for the same office of the pending nomination(s) from the floor upon issuance of the Certificate(s) of Eligibility. Immediately following the deadline to submit paperwork for nomination from the floor a notice of those intending to run from the floor will be released and posted as a separate list to the N.S.C.A.R. Web site.

- 10. Campaigning.** The National President, the members of the nominating committee, and seniors shall not take part in campaigning with the exception of members of the nominating committee who become candidates for national office. Campaigning by any senior on behalf of a member may result in the member being sanctioned and the senior being sanctioned. There shall be no campaigning, including distribution of literature, favors or trinkets; use of posters; and wearing of campaign ribbons, tags, stickers, and buttons at C.A.R. National Headquarters, DAR headquarters complex, meetings of the national board, or business meetings of the national society except for the delivery of candidate speeches. Campaigning via social media is cautioned as candidates need to be mindful of and adhere to all campaign rules and ethics.

- 11. Beginning of Campaigning.** All campaign efforts shall begin only after the Nominating Committee has officially announced its slate. Shortly after the release, each candidate will receive an information letter from the Senior National President dedicated to campaign procedures, timelines, etc. This letter will also outline the receiving and use of the delegate and alternate mailing list generated each year for the express, one-time use of the candidates.

12. Campaign Ethics.

- A.** Candidates shall campaign only on their merits.
- B.** Negative campaigning, not limited to written word or spoken word, by any member may result in the member being sanctioned..
- C.** Candidates will be responsible for all aspects of their campaigns, including the content and use of their campaign materials. Printed candidates' campaign materials shall be limited to postcards, notes, literature, and/or personalized stickers. Only candidates for National President may also distribute campaign buttons.
- D.** Members should not litter any place with campaign materials.
- E.** Members should remind adults not to wear campaign badges or stickers.
- F.** No one may take any action to have any individual or group, such as a state delegation, vote for or against a particular candidate.
- G.** No member or senior should ever boo, mock, or denigrate any candidate.
- H.** No person is allowed to enter the campaign materials distribution room for any reason unless they are specifically designated by the Senior National President or the Evening Events chairman for the Meet the Candidates Reception. Violation may result in a member and/or senior being sanctioned.

13. Campaign ads in the *Children of the American Revolution Magazine*. Each candidate, including a candidate running from the floor once the Certificate of Eligibility is received, may purchase reduced- price advertising only in the Spring issue of the *Children of the American Revolution Magazine*. Advertising is not required; it is solely the choice of the candidate. It is not the responsibility of the Editor of the magazine to create or format ads. They should be received print-ready. Placement of ads within the magazine is at the discretion of the Editor.

14. Campaign Literature.

- A. Distribution.** Campaign literature may be distributed after the Nominating Committee has officially announced its slate. Literature may also be placed on the N.S.C.A.R. Web site at the discretion of the Webmasters as relates to feasibility of design. Contact the N.S.C.A.R. Senior Webmaster for specific policies and procedures.
- B. Endorsements.** No candidate shall seek endorsements or place endorsements in any printed material. Mentioning the names of other members or seniors in campaign literature would be considered an endorsement. Photos included in printed material should be restricted to the individual candidate. Others in photos, whether members or seniors, would be considered endorsements.
- C. Questions.** If a candidate has a question regarding campaign materials, the candidate may contact a senior designated by the Senior National President to review campaign materials. That designee will be announced as soon as appointed. The designee will be responsible to review only for possible violations of the Election Code and will not edit campaign materials. It is also the sole responsibility of the designee to review campaign materials at the National Convention prior to the Meet the Candidates receiving line to ensure compliance. The designee would report any violation to the Judicial Committee for possible action. Candidates are strongly encouraged to have their campaign materials reviewed by the designee in advance of the National Convention.

15. Campaign Speeches. Each candidate will be allowed to speak at the National Convention when recognized by the National President during the business session. Each candidate shall be allowed one minute to speak, except candidates for National President who shall be allowed three minutes each. The candidates shall deliver their speeches only at the podium designated for candidates using only the microphone provided. The candidates shall deliver their speeches in conformity with the Campaign Ethics. Speeches shall be restricted to the individual merits of the candidates and shall not reference any other candidate, members, or seniors. The candidates will not request audience participation during their speeches. The candidates and the candidates' supporters shall not use props, signs, purposeful hand gestures beyond natural movement, musical instruments, other sound equipment, or singing during the speeches.

16. **Meet the Candidates.** Following the Friday evening business session, the Meet the Candidates receiving line will be held. Only member voters and alternates may attend. Candidates may distribute campaign materials at this time. Candidates may not use props or posters. Senior Evening Events Chairman and three or more other seniors designated by the Senior National President will assist in the Meet the Candidates receiving line.
17. **Official Candidates' Party.** Following the Meet the Candidates receiving line, the Official Candidates' Party will be held. Only members and guests under age twenty-two registered for the National Convention may attend. Candidates may distribute their campaign materials at this party but are reminded of the Campaign Ethics not to litter any place with campaign materials. Candidates may not use props or posters. The goal is for members to meet the candidates at this party. The Official Candidates' Party is hosted by the candidates on a cost-sharing basis with the convention and annual income from the Candidate Endowment Fund.
18. **Private Campaign Parties.** No private parties are allowed.
19. **Tellers.** The Senior National President shall appoint adult tellers and shall name one of the tellers as the chairman. No relative of a candidate may be a teller. The tellers shall be sufficient in number to perform their duties. The National Chaplain will administer the oath to the tellers.
20. **Election.** The election of National Officers shall be by written ballot at the National Convention under the supervision of the tellers. All eligible voters bearing their voter badges must present themselves to the National President before they may vote.
21. **Tellers' Room.** Voters will be escorted with their state delegations to the tellers' room to cast their votes. Voters will be allowed to bring only their voter badges into the tellers' room. All other personal items must be held by the voter's escort until the voter exits the tellers' room. The National Officers will be escorted as a body to vote by a Senior National Officer except for the National President who will be escorted to vote after the National First Vice President returns. Only voters, tellers, and officials authorized by the Chairman of Tellers are allowed in the tellers' room during voting. No member may be assisted in voting except by a duly sworn teller.
22. **Counting the Votes.** After all delegations and National Officers present have voted, the tellers will count the votes. No one shall be in the tellers' room during this counting except the tellers and officials authorized by the Chairman of Tellers. The tellers will preserve the ballots. The tellers will complete a tally. The tellers will adhere to the national *Bylaws* and the current edition of *Robert's Rules of Order Newly Revised*.
23. **Tellers' Report.** The tellers shall announce their tally results to the convention when called to do so by the National President. If a candidate has received a majority of the votes cast for an office, the National President shall declare that candidate to be elected. If no candidate receives a majority of the votes cast for an office, the National President shall act immediately to conduct a runoff election.
24. **Appointment of the Judicial Committee.** The National President shall appoint a chairman, two members, and one alternate member to the Judicial Committee by thirty days before the election. No candidate for any national office may be appointed to this committee. If any member appointee becomes a candidate, the National President will replace that person immediately with a new appointment. The alternate member shall serve in the absence of a member or the chair as designated by the National President. The Senior National President shall appoint a Senior Advisor to the Judicial Committee. The Senior Advisor will be present at all meetings of the Judicial Committee, may ask questions, and may give advice, but shall not vote on any committee action.
25. **Functioning of the Judicial Committee.** The Judicial Committee's purpose is to ensure the fairness of the National Officers' elections. The committee is in place and functioning from its appointment through the end of the convention where the election is held. Judicial Committee will remain in the meeting room during the candidates speeches to listen to possible violations made by the candidates. The committee's membership and the Senior Advisor shall be identified in the National Convention Brochure and to all attending the convention where the election is held. All

persons will be advised to report, orally or in writing, to the committee members or the Senior Advisor any suspected violation of this code, particularly breaches of the Campaign Ethics. If any member of the committee or the Senior Advisor learns of any possible violation, the Judicial Committee shall convene as quickly as possible. If the committee believes that a violation has occurred, the committee will state that violation in writing with particularity and inform the accused of the charge. The accused shall be given an opportunity to be heard.

- 26. Sanctions by the Judicial Committee.** If the Judicial Committee believes that a violation did occur, that it was serious, and that the accused is responsible for the specified violation, the committee shall impose an appropriate sanction. That sanction may be one or any combination of the following:
- A.** Declaration of ineligibility to run for or be elected to a national office at this election
 - B.** Reduction in the time allowed to speak
 - C.** Elimination of the time allowed to speak
 - D.** Requirement that the candidate use part of the time allowed for a speech to apologize for the violation
 - E.** For adults, a ruling that they may not attend some or all remaining official functions at the convention
 - F.** Any other sanction proportionate to the degree of the seriousness of the violation and the accused's personal knowledge of and responsibility for the violation
- 27. Notification of Judicial Committee Action.** The Judicial Committee shall promptly notify the violator, the National President, and the Senior National President of the imposed sanction. If the committee determines no sanction will be imposed because it does not believe that a violation took place, it believes that the violation was too minor, or it believes that the accused was not responsible for the violation, the committee shall inform the accused, the person who reported the possible violation, the National President, and the Senior National President. The work of the Judicial Committee shall be otherwise confidential.
- 28. Distribution of Code.** Copies of this code will be provided to every member who receives a nomination form or requests a Certificate of Eligibility to run from the floor for national office, the members of the Nominating Committee, the members and Senior Advisor of the Judicial Committee, and the tellers. The code will also be posted on the N.S.C.A.R. Web site and printed in the National Convention program.
- 29. Review of Code.** This code shall be reviewed annually by the National Board at the summer and/or October meeting(s). Any recommended suggestions, changes, and/or additions will be submitted by the National President, with the approval of the Senior National President, to the Senior National Board of Management. Coordination with the Convention Committee and Convention General Chairman is recommended to ensure proper implementation of any changes involving the National Convention. The last date for changes to this code to take effect for the current year's election process shall be the January/February meeting of the Senior National Board of Management.

The Senior National Board of Management is the approval authority for any changes to this code.

Code of Behavior
Rules for N.S.C.A.R. Functions
National Convention, Regional Meetings,
any nationally sponsored event

Amended February 2, 1976
Amended December 3, 1982
Amended October 17, 1983
Amended February 9, 2014

Amended October 16, 1991
Amended October 16, 1995
Amended February 8, 1999
Amended December 5, 2015

1. Appropriate dress is required at all C.A.R. functions. The Dress Code shall be printed annually in the National Convention Brochure, in the invitations to all regional meetings and in the notice to any nationally sponsored event.
2. All persons shall respect the comfort of other guests in the function hotel by refraining from being noisy in the corridors or rooms after 11:00 P.M. while others are trying to sleep.
3. All persons shall obey the laws of the jurisdiction in which the function is being held and the laws of the United States of America.
 - a. Regardless of laws governing the sale, possession, consumption or use of alcoholic beverages/substances, marijuana or controlled substances, all members, seniors and guests shall refrain from any use of these products and substances for the duration of the meeting or event. Prescription medications are allowed as prescribed.
 - b. Regardless of the laws governing weapons in the jurisdiction in which a C.A.R. event is held, all members, seniors and guests shall refrain from carrying weapons for the duration of the meeting or event with the exception of law enforcement personnel j& approved participants. Weapons include, but are not limited to, firearms and knives.
 - c. It is illegal to stay in the function hotel without being registered with the hotel.
4. All persons shall be prompt in attending all sessions of the function and shall occupy the seat or area designated for them.
5. A member/guest may not leave the function hotel during the duration of the function for any reason that is not part of the official function without the permission of his/her senior chaperon.
6. All persons attending the C.A.R. function are expected to comply with the Code of Behavior. This includes ALL members, ALL adults, and ALL guests from the beginning of the function until the conclusion of all activities of the function.
7. **Administrative Committee**
 - a. The Administrative Committee serves as a disciplinary board to review all cases of violation of the Code of Behavior and to take appropriate action.
 - b. The National President and the Senior National President shall appoint an Administrative Committee of five (5) consisting of a Senior Chairman, one (1) C.A.R. senior leader (one male and one female), and three C.A.R. members (at least one male and one female). Notifications of violations of the Code of Behavior shall be given in writing to the Senior Chairman. This notification may be made by either members or seniors. Persons shall be apprised of the charges made against them and given an opportunity to reply before action is taken.
 - c. The Administrative Committee shall report to the National President and Senior National President all considerations, proceedings and decisions. In all cases of violation of the Code of Behavior, the National President and Senior National President, after consultation with the Administrative Committee, shall be empowered to declare any violator excused from further participation in the function, to send the violator home, or to determine other appropriate action.
8. Procedures for Implementation of the Code of Behavior
 - a. All cases of alleged violation of the Code of Behavior must be referred to the Administrative Committee of the Code of Behavior.
 - b. The Administrative Committee shall:
 - 1) Investigate each case fully and carefully and shall be certain party/parties in question are properly and accurately identified.
 - 2) Consult with the immediate chaperon of the party/parties involved in any alleged violation (Senior State President and parent if there).
 - 3) Apprise party/parties of the charges made against them and give said party/parties an opportunity to reply.
 - 4) Determine if a violation of the Code of Behavior has occurred.

- 5) Report the violation and any recommended action to the National President and the Senior National President.
- c. In all cases of violation of the Code of Behavior, the National President and Senior National President, after consultation with the Administrative Committee, shall be empowered to declare any violator excused from further participation in the function, to send the violator home, or to determine other appropriate action.
- d. The Administrative Committee shall explain fully to the violator why this action is being taken.
- e. If the violator is excused from any further participation in the function, the State must provide supervision for this member/guest.
- f. If it is determined that a violator be sent home, the following procedure shall be followed:
 - 1) The Chairman of the Administrative Committee shall be responsible for contacting an official chaperon and together they shall contact the parents.
 - 2) The parents shall be consulted on how a member/guest is to be sent home. Be certain the parents understand they are responsible for all expenses incurred by this action.
 - 3) Be certain the member/guest being sent home can be met.
 - 4) If it is impossible for some reason to send the violator home, the State must provide proper supervision to see that he/she does not attend any further part of the function.
- g. All proceedings of the Administrative Committee shall remain confidential.

N.S.C.A.R. Dress Code

Amended October 12, 2009

Amended April 14, 2011

Amended December 7, 2013

The Mission Statement of the Children of the American Revolution states, in part, that the organization trains good citizens and develops leaders. This Dress Code is established to ensure that all the good citizens representing this organization, both members and seniors, present themselves in a professional, dignified manner befitting a leader. This Dress Code is in effect for all meetings of the National Society, including National Convention and regional meetings.

Appropriate C.A.R. Attire

Appropriate C.A.R. attire is always modest in length and exposure and well-fitting and allows the wearer to move, sit, and work comfortably and respectably. Revealing clothing is not acceptable unless covered in a respectable manner.

Appropriate attire is required for all members, adults, and guests at all times. The Dress Code is in effect from start of the opening session on the first day until the end of the last scheduled event and any other event as noted in the program or call to meeting.

Prior to an event, questions regarding whether an item is appropriate should be directed to the Senior State President.

Business Sessions and All Public Areas of the Hotel

In addition to the "Appropriate C.A.R. Attire" definition above, attire for business sessions must be businesslike and acceptable in a corporate boardroom. No jeans, sweatpants, flannels/pajamas, uncovered leggings, miniskirts, or casual attire of any kind will be allowed. Appropriate dress shoes must be worn at all times.

Ladies/Girls: Business suits with appropriate skirt; business dresses; dress skirts and blouses; equivalent military or civil servant uniform.

Gentlemen/Boys: Suit and tie; sport jacket, slacks, shirt and tie; equivalent military or civil servant uniform. Coats may not be removed during the business session. Hats may not be worn indoors at any time, except when involved in a special presentation or event.

Banquet and Formal Dance

In addition to the "Appropriate C.A.R. Attire" definition above, attire for the banquet and formal dance must be acceptable at any "Black Tie Optional" gathering. No jeans, sweatpants, flannels/pajamas, uncovered leggings, miniskirts, or casual attire of any kind will be allowed. Appropriate dress shoes must be worn at all times.

Ladies/Girls: Evening gown; ball gown; respectable-length dress; equivalent military or civil servant uniform. An evening wrap is suggested due to air conditioning.

Gentlemen/Boys: Tuxedo; suit and tie; sport jacket, slacks, shirt and tie; equivalent military or civil servant uniform. Coats may not be removed during the banquet or formal dance. Hats may not be worn at any time, except when involved in a special presentation or event.

Relaxing of Dress Code

Dress Code may be relaxed for special-themed events, parties, or other casual events. Casual attire should be appropriate for the activity and conform to the "Appropriate C.A.R. Attire" definition above. Appropriate footwear must be worn at all times. The program/call to meeting will specify when the Dress Code has been relaxed and appropriate casual attire is allowed.

Enforcement

The Code of Behavior, which includes the Dress Code, is enforced by the Administrative Committee. During an event, questions and suspected violations of this code may be referred to the Senior Chairman of the Administrative Committee and designated senior leader for review and action as prescribed in the Code of Behavior. Issues and concerns not specifically outlined in this Dress Code will be addressed on a case-by-case basis.

Appropriate Dress

The National Convention, the regional meetings, and the state conferences are important occasions and require proper, not expensive clothing. Footwear must be worn at all times. Refer to the N.S.C.A.R. Dress Code.

Business Sessions of National Convention

Gentlemen and boys should wear suits or suitable sport jackets with slacks, dress shirts, and ties or equivalent military or civil servant uniforms. Sport shirts, sweaters, and hats are not suitable for this type of meeting. Ladies and girls should wear dresses or skirts and blouses or equivalent military or civil servant uniforms.

For the Official Candidates' Party and state party honoring the outgoing National President, appropriate casual attire is allowed.

National Convention Banquet and Dance

Gentlemen and boys should wear tuxedos; suits and ties; sport jackets, slacks, dress shirts, and ties; or equivalent military or civil servant uniforms. Ladies and girls should wear formals, party dresses, or equivalent military or civil servant uniforms.

Annual Pilgrimage

The pilgrimage includes a memorial service at a church; hence, the type of clothing worn should be suitable for a church service. Wear comfortable walking shoes for the pilgrimage.

Regional Meetings and State Conferences

Clothing for regional meetings and state conferences should be in keeping with the attire for business sessions of National Convention. For dinner-dances the clothing usually worn is less formal. Gentlemen/boys wear suits, and ladies/girls wear informal dresses. Shorts in good taste may be worn on tours.

Traveling Banners—DAR, SAR, and S.R.

Daughters of the American Revolution Traveling Banner

A representative of the DAR at the National Convention presents a C.A.R. flag to the C.A.R. state society which during the previous year had the largest number of members join the DAR directly from C.A.R. The winning state is determined by the DAR. Mrs. William H. Pouch in the name of the Junior Membership Committee, DAR first presented the banner at the 1939 National Convention.

Sons of the American Revolution Traveling Banner

A representative of the SAR at the National Convention presents a C.A.R. flag to the C.A.R. state society which during the previous year had the largest number of members join the SAR directly from C.A.R. The winning state is determined by the SAR. The banner was first presented at the 1934 National Convention as a personal gift of Thomas M. Williams of Orange, New Jersey, a member of the SAR Executive Committee.

Sons of the Revolution Traveling Banner

A representative of the S.R. at the National Convention presents a C.A.R. flag to the C.A.R. state society which during the previous year had the largest number of members join S.R. directly from C.A.R. The winning state is determined by the S.R.

The ceremonial-presentation C.A.R. flags are kept at C.A.R. National Headquarters.

THE NATIONAL SOCIETY OF THE CHILDREN OF THE AMERICAN REVOLUTION

GUIDELINES ON CONDUCT

Adopted April 14, 2016

The National Society of the Children of the American Revolution (N.S.C.A.R./C.A.R.) shall uphold the laws of the locality, state/province or country in which the society is located.

These guidelines are to be used with the Code of Behavior.

Definitions

Society—Local, state and national society as approved by the N.S.C.A.R. Senior National Board of Management.

Members—Any person under the age of 22 who is a member of N.S.C.A.R.

Senior Leaders/Seniors—Adults (includes 18-22 year olds that are non-members) who hold a leadership role at the local, state, regional or national levels of N.S.C.A.R.

Adults—Any person 18 years of age or older. Adults between 18 and 22 may also be members.

Guests—Any person who is not a member or a senior leader.

Chaperones—Chaperones are to be a senior or an adult over the age of 22, in attendance for the entirety of the Scheduled Event, and have written consent from the parent or legal guardian.

Scheduled Event—All sanctioned C.A.R. activities, whether occurring at a Society's premises or otherwise, and as to which these guidelines shall apply.

Education

Every C.A.R. society is expected to inform and educate its members, senior leaders, adults, guests, and chaperones on these guidelines. Every attendee at a C.A.R. Scheduled Event shall have access to a copy of the guidelines and copies will be included in the invitations to state conferences, regional meetings and National Convention. The N.S.C.A.R. Guidelines on Conduct is found on nscar.org authorized users site.

Reporting Concerns

N.S.C.A.R. guidelines regarding the Administrative Committee and Ethics Committee are in effect at all events at the local, state, regional and national levels. A written report will be necessary to bring any concern before the Administrative Committee or Ethics Committee. All written complaints will be handled as prescribed by the Administrative Committee guidelines and Ethics Committee guidelines. In the event the issue involves the senior leader in charge of the event or the Senior National President, the behavior will be reported to the next highest ranking senior in attendance.

Bullying, Discrimination, Digital Communication and Social Media

Members, seniors, adults, and guests shall treat all individuals with respect and an inclusive attitude without regard to ethnicity, religion, sexual orientation, gender identity, disability, socioeconomic status, and political ideology.

Each member, senior, adult, and guest shall respect the personal space of every other individual and refrain from physical contact or verbal abuse that makes another individual uncomfortable.

No member, senior, adult, or guest shall engage in any behavior that is deliberately hurtful, humiliating, or denigrating to another individual or a group of individuals in person, by telephone, by postal mail, or by means of any form of written or digital communication.

All members, seniors, adults and guests must adhere to the N.S.C.A.R. Social Media Policy which is found on nscar.org authorized users site.

Weapons

Regardless of the laws governing weapons in the city, state/province or country in which a C.A.R. Scheduled Event is held, all members, seniors, adults and guests shall refrain from carrying weapons for the duration of the event, the exception being uniformed law enforcement officers and approved participants.

Use of Alcoholic Beverages and Drugs

The National Society Code of Behavior prohibits the sale, possession, consumption or use of alcohol beverages/substances, marijuana or controlled substances. Prescription drugs are allowed as prescribed.

Medical Permission and Release of Liability Form

This form gives permission for a member's chaperone or an authorized representative of the organization to arrange for all necessary medical treatment (at the parent's/guardian's expense) during a Scheduled Event, including the power to seek appropriate medical treatment or attention on behalf of a child as may be required by the circumstances; the power to authorize medical treatment or medical procedures in an emergency situation, including prescription and non-prescription medicine; and the power to make appropriate decisions regarding clothing, bodily nourishment and shelter. The senior in charge of the event may require a Medical Permission and Release of Liability Form for all members and guests who attend the event. A Medical Permission and Release of Liability Form is found on nscar.org authorized users site.

This form also gives permission for a member/guests' chaperone and/or designee to drive a member or guest to, during and from an event.

All National Officers, State Presidents and National Chairmen who attend a national Scheduled Event must provide a Medical Permission and Release of Liability Form to the Senior National President and their chaperone before the start of the event.

It is advisable for all members, seniors and guests to carry an ICE (in case of emergency) form or wallet card as an extra precaution. An ICE Form is found on nscar.org authorized users site.

Medications

Medications, which include prescription and non-prescription, cannot be administered by a senior or chaperone to any member or guest under the age of 18 without written permission of his/her parent or legal guardian.

Overnight Stays

All persons shall comply with the policies of the event hotel, particularly those pertaining to minimum age for occupying a room and maximum number of guests per room.

No member under the age of 18 may stay in a hotel room with an adult other than the member's (1) parent, (2) legal guardian or (3) chaperone designated in writing by the member's parent or legal guardian, unless the member's parent or legal guardian has consented in writing to an alternative rooming arrangement. Members because of age who are classified as adults, may share a room with other members of N.S.C.A.R. of the same gender without written permission.

Regional Meetings – Transportation

It is the responsibility of the National Officers, State Presidents, National Chairmen and members or guests who travel to regional meetings to make their own arrangements. Those under the age of 18 shall provide the driver and/or owner of the vehicle written permission from their parent or legal guardian. The exception is for those who travel with his/her parent or legal guardian.

No members under the age of 18 shall drive automobiles that are not registered to them, their parent or legal guardian without express written permission from their parent or legal guardian and the vehicle owner. The exception is for those who travel with his/her parent or legal guardian.

Regional Meetings – Chaperone

It is the responsibility of the National Officers, State Presidents, National Chairmen and members or guests who travel to regional meetings to provide the Senior National President a signed written document with the name of a chaperone who will be at the entire Scheduled Event. The chaperone will be provided a copy of this document which is to be in their possession during the entire event.

Regional Meetings – Medical Permission and Release of Liability Form

It is the responsibility of the National Officers, State Presidents and National Chairmen, and members or guests who travel to regional meetings to provide the Senior National President a signed Medical Permission and Release of Liability Form. The chaperone will be provided a copy of this document which is to be in their possession during the entire Scheduled Event. The document is to be signed by the parent or legal guardian for those under the age of 18.

Personal Information

All documents bearing personal information of any individual attending a local, state, regional or national event, including but not limited to registration forms, medical forms, and permission to treat forms are considered confidential.

Conflicts with Other Rules

In the event that these guidelines conflict with local, state/provincial or national laws or regulations, those laws or regulations shall supersede these guidelines. To the extent these guidelines set out a higher standard of conduct than applicable law or regulations, there is no conflict and these guidelines shall govern.

Questions

Questions or comments concerning the implementation of these guidelines should be directed to the senior in charge of the Scheduled Event.

Amendments

These guidelines may be amended at any Senior National Board of Management meeting.

THE NATIONAL SOCIETY OF THE CHILDREN OF THE AMERICAN REVOLUTION
MEDICAL PERMISSION AND RELEASE OF LIABILITY FORM
For members and guests. Parent/guardian signature required for dependent under 18.

(the "Scheduled Event")

In exchange for participation in the activity of the event named above, organized by The National Society of the Children of the American Revolution, 1776 D St NW, Room 224, Washington, DC, 20006 and/or use of the property or facilities owned, leased, rented or used by The National Society of the Children of the American Revolution, I _____ (Parent/Guardian's Name) agree for myself and (if applicable) for the members of my family, to the following:

1. AGREEMENT TO FOLLOW DIRECTIONS. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by The National Society of the Children of the American Revolution, or the employees, representatives or agents of The National Society of the Children of the American Revolution.

2. ASSUMPTION OF THE RISKS AND RELEASE. I recognize that there are certain inherent risks associated with the above-referenced Scheduled Event and/or any other activity held on the property or facilities of The National Society of the Children of the American Revolution, and I assume full responsibility for personal injury to myself and (if applicable) my family members, and further release and discharge The National Society of the Children of the American Revolution for injury, loss or damage arising out of my or my family's use of or presence upon the facilities of The National Society of the Children of the American Revolution, whether incurred pursuant to the Scheduled Event or otherwise, and whether caused by the fault or negligence of myself, my family, The National Society of the Children of the American Revolution or other third parties.

3. INDEMNIFICATION. I agree to indemnify and defend The National Society of the Children of the American Revolution against all claims, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my family's use of or presence upon the facilities of The National Society of the Children of the American Revolution, including, but not limited to, claims or actions arising from the negligence of The National Society of the Children of the American Revolution.

4. FEES and COSTS. I understand that I am responsible for all costs incurred in connection with the Scheduled Event, including all transportation, lodging, meals and other incidental expenses. I agree to pay for all damages to the facilities of The National Society of the Children of the American Revolution caused by any negligent, reckless, or willful actions by me or my family.

5. CONSENT (required for all minor children). I, _____ (Parent/Guardian's Name) _____ (address), consent to the participation of my child, _____ (name of child), in the Scheduled Event, and agree on behalf of the above minor to all of the terms and conditions of this Agreement. By signing this Release of Liability, I represent that I have legal authority over and custody of the above-named child.

I also consent and give permission to, _____ a person of the full age of majority residing at _____, who may be contacted by phone at _____, to be my dependent's chaperone during the Scheduled Event with the authority to act in my place, including permission to take him or her to a dental or medical professional in case of an illness or emergency.

I also consent and give permission to _____ a person of the full age of majority residing at _____, who may be contacted by phone at _____, and having a current and valid driver's license bearing the number _____, to drive my dependent to, during and from the Scheduled Event.

6. MEDICAL AUTHORIZATION. In the event of an injury to the above minor during the above described activities, I give my permission to The National Society of the Children of the American Revolution or to the employees, representatives or agents of The National Society of the Children of the American Revolution to arrange for all necessary medical treatment for which I shall be financially responsible. This temporary authority will begin on _____ and will remain in effect until terminated in writing by the undersigned or when the activities related to the Scheduled Event are completed; provided, however, that such temporary authority will be automatically re-established at any time

subsequent to this Agreement or the Scheduled Event whenever I or my family re-enter or re-use any of the property, facilities, or services of The National Society of the Children of the American Revolution. The National Society of the Children of the American Revolution, acting through the senior leader in charge of the event, shall have the following powers:

- a. The power to seek appropriate medical treatment or attention on behalf of my child as may be required by the circumstances, including without limitation, that of a licensed medical physician and/or a hospital;
- b. The power to authorize medical treatment or medical procedures in an emergency situation, including prescription and non-prescription medicine; and
- c. The power to make appropriate decisions regarding clothing, bodily nourishment and shelter.

7. OTHER INFORMATION. Hm. Phone: () Wk. Phone: () Cell Phone: ()

Insurance Company: (provide copy of card)

Policy Number: Insurance Co. Phone: ()

Physician: Address: Phone: ()

Known Allergies, conditions, special needs and any medications being taken (prescribed & over the counter):

8. APPLICABLE LAW. Any legal or equitable claim that may arise from any provisions of this Agreement, participation in the above-referenced Scheduled Event, or otherwise shall be resolved under District of Columbia law.

9. NO DURESS. I agree and acknowledge that I am under no pressure or duress to sign this Agreement and that I have been given a reasonable opportunity to review it before signing. I further agree and acknowledge that I am free to have my own legal counsel review this Agreement if I so desire. I further agree and acknowledge that The National Society of the Children of the American Revolution has offered to refund any fees I have paid to use its facilities if I choose not to sign this Agreement prior to the start of the Scheduled Event.

10. ARM'S LENGTH AGREEMENT. This Agreement and each of its terms are the product of an arm's length negotiation between the Parties. In the event any ambiguity is found to exist in the interpretation of this Agreement, or any of its provisions, the Parties, and each of them, explicitly reject the application of any legal or equitable rule of interpretation which would lead to a construction either "for" or "against" a particular party based upon their status as the drafter of a specific term, language, or provision giving rise to such ambiguity.

11. ENFORCEABILITY. The invalidity or unenforceability of any provision of this Agreement, whether standing alone or as applied to a particular occurrence or circumstance, shall not affect the validity or enforceability of any other provision of this Agreement or of any other applications of such provision, as the case may be, and such invalid or unenforceable provision shall be deemed not to be a part of this Agreement.

12. DISPUTE RESOLUTION. The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation, the parties will resolve the dispute using the Alternative Dispute Resolution (ADR) procedure in this paragraph. Any controversies or disputes arising out of or relating to this Agreement will be submitted to mediation in accordance with any statutory rules of mediation. If mediation is not successful in resolving the entire dispute or is unavailable, any outstanding issues will be submitted to final and binding arbitration under the rules of the American Arbitration Association. The arbitrator's award will be final, and judgment may be entered upon it by any court having proper jurisdiction. By signing this Agreement, I understand that I am waiving any right to a jury trial in the event of a dispute.

13. EMERGENCY CONTACT. In case of an emergency, please call

(Relationship) at () (Day), or () (Evening)

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.

Signature

Date

Adopted April 14, 2016

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National Board and Senior National Board of Management

National Board

The National Officers and Honorary National Presidents who are currently C.A.R. members, together with the State Presidents, or the respective State Vice Presidents as alternates, constitute the National Board. The Senior National President, the Parliamentarian for the National Society, and one Senior National Officer invited by the Senior National President are the only seniors authorized to attend meetings of the National Board in an advisory capacity. No senior has the privilege of voting at a meeting of the National Board. The National Chairmen shall be members of local societies with dues paid by January 1 to the National Society and are invited to each meeting of the National Board. They shall have voice at the meetings of the National Board without the privilege of voting or making motions.

The National Board meets at least once during the year and may adopt recommendations for projects, resolutions, and other business. The National President presents recommendations to the Senior National Board of Management for consideration.

A special meeting of the National Board may be called at any time by the National President or must be called upon written request of seven members of the National Board. Notice of the business to be transacted and the date, time, and place must be given in the Call to a Special Meeting. Only business stated in the Call to a Special Meeting may be transacted at a special meeting.

All meetings of the National Board require not less than three-week written notice. A quorum of nine members is required to conduct business.

Senior National Board of Management

The Senior National Officers and Honorary Senior National Presidents, together with the Senior State Presidents, or the respective Senior State Vice Presidents as alternates, constitute the Senior National Board of Management. All members of the Senior National Board of Management must be members of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution. The duties of the Senior National Board of Management are to:

- Receive the reports of Senior National Officers, Senior State Presidents, and Senior National Committee Chairmen.
- Consider and confirm the appointments of Senior State Presidents, Senior Society Presidents, and Senior Organizing or Reorganizing Presidents.
- Consider and confirm the appointments of National Promoters and Life Promoters.
- Adopt rules and regulations.
- Transact the business of The National Society of the Children of the American Revolution.

Senior National Honorary Vice Presidents and Senior National Committee Chairmen may attend the Senior National Board of Management meetings with voice but without the privilege of voting. The National President is invited to attend the meetings of the Senior National Board of Management with voice but without vote. Honorary National Presidents over twenty-two years of age, who shall be members of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution, may attend the Senior National Board of Management meetings and shall have the right to voice without the privilege of voting or making motions.

The prohibition of transacting business in the absence of a quorum cannot be waived even by unanimous consent.⁵ “The personal approval of a proposed action obtained separately by telephone, by individual interviews, or in writing, even from every member of the board, is not the approval of the board, since the members lacked the opportunity to mutually debate and decide the matter as a deliberative body.”⁶

⁵ RONR (11th ed.), p. 348

⁶ RONR (11th ed.), p. 487

Senior National Officers report as the position requires at meetings of the Senior National Board of Management. The Standing Rules of the Senior National Board of Management require written reports by each Senior National Officer, Senior State President, and Senior National Committee Chairman at the October meeting and the Annual Meeting in April. If Senior National Officers or Chairmen have need to report at additional meetings, the Senior National President should be advised so that the item may be placed on the official agenda.

The Senior National Board of Management has five regular meetings each year in the months of May/June, October, November/December, January/February, and April. The April meeting is designated as the Annual Meeting. National *Bylaws* may be amended only at the Annual Meeting and are considered at a joint meeting of the National Board and the Senior National Board of Management. All amendments to be considered must be submitted by formal written notice to the January/February meeting of the Senior National Board of Management and formal written notice is sent with the call to the joint meeting. A two-thirds majority of the combined membership of the boards, present and voting, is required for the adoption of any amendment. No general revision or amendments relative to the number, terms, duties, or eligibility of National Officers or Senior National Officers may be proposed in the year of general election of Senior National Officers.

A special meeting of the Senior National Board of Management may be called at any time by the Senior National President or must be called upon written request of seven members of the Senior National Board of Management. Notice of the business to be transacted and the date, time, and place must be given in the Call to a Special Meeting. Only business stated in the Call to a Special Meeting may be transacted at a special meeting.

All Senior National Board of Management meetings require not less than three-week written notice given. Nine voting members present shall constitute a quorum. All business transacted must be by motion on an official motion card and endorsed by maker and seconder.

Selected Rulings of the Senior National Board of Management

These rulings, adopted by the Senior National Board of Management, are still in effect:

1. No member, senior, officer, or individual shall be authorized to issue circulars of any kind to the membership of the N.S.C.A.R. without the approval of the Senior National Board of Management.
2. No rosters of members and senior leaders shall be distributed except by the authorization of the Senior National Board of Management. No rosters shall be distributed to any business enterprise.
3. Any state society, local society, or individual desiring the endorsement of any proposed C.A.R. project or wishing to solicit funds for any C.A.R. work outside the local or state society may do so only by authorization of the Senior National Board of Management.
4. No funds may be solicited or received by the National Society other than for authorized projects except upon special authorization of the Senior National Board of Management.
5. Any proposed application to be made from any level of C.A.R. for any grants, aid, and/or loans of any nature from any source must be approved by the appropriate Senior State Board. It must then be submitted by that Board to the Senior National Board of Management and approved by that Board before action of any kind may be taken.
6. No refunds will be made by the Senior National Treasurer on amounts less than \$5, and such monies not refunded accrue to the current fund. Refunds will be made in those instances in which the Society is unable to furnish the supplies ordered.

All mass mailings will be sent to all persons on the official roster if addresses are available.

7. Standardize all existing and future N.S.C.A.R. documents:
 - a. Typed
 - 1) Standard 8½ by 11
 - 2) Master copy – white bond paper
 - 3) Reproductions – other paper allowed
 - b. Margins
 - 1) Left – 1½ inch
 - 2) Top and right – 1 inch
 - 3) Bottom
 - a) With footer – ½ inch
 - b) Without footer – 1 inch
 - c. Title
 - 1) Top center of first page
 - 2) Caps and lower case
 - d. Adoption Date
 - 1) Center below title
 - 2) Amended date centered after adoption date
8. An Ethics Committee was established to consider any violations of N.S.C.A.R. *Bylaws*, Code of Behavior, Election Code, etc. For details, look in this *C.A.R. Handbook* for Ethics Committee.

Advisory Board

The Senior National Officers together with Honorary Senior National Presidents constitute the Advisory Board. The Advisory Board has authority to determine which states constitute each of the nine geographical regions. The Advisory Board has authority to act in any emergency which may arise during the interval between meetings of the Senior National Board of Management. At the time of such emergency, all members of the Advisory Board must be contacted regarding date, time, location, and reason for Call to Meeting. A quorum of seven members is required to conduct business. The National President is invited to attend the meetings of the Advisory Board with voice but without vote.

“The prohibition of transacting business in the absence of a quorum cannot be waived even by unanimous consent.”⁷ “The personal approval of a proposed action obtained separately by telephone, by individual interviews, or in writing, even from every member of the board, is not the approval of the board, since the members lacked the opportunity to mutually debate and decide the matter as a deliberative body.”⁸

At least once annually usually in October, a meeting of the Advisory Board shall be held for recommendations of the Personnel and Finance Committees. Traditionally, all other meetings of the Advisory Board are special, called meetings. *Robert's* reads, “A *special meeting* (or *called meeting*) is a separate session of a society held at a time different from that of any regular meeting, and convened only to consider one or more items of business specified in the call of the meeting. Notice of the time, place, and purpose of the meeting, clearly and specifically describing the subject matter of the motions or items of business to be brought up, must be sent to all members a reasonable number of days in advance...The only business that can be transacted at a special meeting is that which has been specified in the call of the meeting.”⁹

The Advisory Board has the authority for the general administration of the personnel policies. In matters dealing with Personnel the Advisory Board: (See Personnel Policies and Practices, Amended January 2016 for complete details).

1. Approves the employment of all employee's.
2. Approves all terminations of employees prior to termination.
3. Assists in the resolution of disputes

It is customary for the Advisory Board to be informed and provided the opportunity to study and consider proposed motions of significant impact to the National Society before the items are brought to the Senior National Board of Management for action. The Senior National President calls and presides at meetings of the Advisory Board. The Senior National Recording Secretary provides Advisory Board motion cards and records the proceedings.

⁷ RONR (11th ed.), p. 348

⁸ RONR (11th ed.), p. 487

⁹ RONR (11th ed.), pp. 91–93

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Dues and Fees

Fiscal Year

The fiscal year is March 1 through the last day of February. Dues are payable, postmarked on or before January 1, and are for the current calendar year. All checks should be made payable to N.S.C.A.R. All correspondence and remittances connected with dues and fees should be directed to:

C.A.R. National Headquarters
1776 D Street NW, Room 224
Washington, DC 20006-5303

Applicant Dues and Fees

An applicant for membership pays an application fee of \$15 to the National Society and national dues of \$20 for the first year. Additional children of the same parents applying for membership on an identical line at the same time pay an application fee of \$10 each and national dues of \$20 each for the first year. The application fee and annual national dues are forwarded with the application. If an application cannot be verified within a period of time fixed by the Senior National Board of Management, the application and national dues will be returned. The application fee shall be retained.

National Dues

Annual National Society dues of \$20 are paid through the local society. Annual national dues must be received at C.A.R. National Headquarters postmarked on or before January 1. National dues are paid for the calendar year in which the member's twenty-second birthday falls. Dues of members admitted by the National Society after July 1 are considered paid for the ensuing calendar year. Senior Society Presidents may request blank pocket-size membership cards from National Headquarters. Please advise the Senior National Treasurer immediately in writing if society and national records are not in agreement. Keep receipted copy of dues payment in the society's permanent files. The local society is responsible for sending the dues notices to the members of that society. C.A.R. National Headquarters does not provide dues notice forms to local societies.

Members-at-large

The annual national dues of members-at-large of \$20 are paid directly to the Senior National Treasurer. The Senior National Treasurer sends annual dues notices to members-at-large. Members-at-large do not pay state dues.

Life Members

Members may choose to pay dues in advance through age twenty-two to become Life Members on the national level. Members who choose to become Life Members shall be given a 20% discount.

Magazine Subscriptions

Children of the American Revolution Magazine subscriptions are \$8 annually. Send check or credit card information and name, address, and ZIP + 4® Code to C.A.R. National Headquarters for all magazine subscriptions. Each subscription begins with the next issue following receipt of payment.

Record Copies of Applications

Record copies of applications may be ordered from C.A.R. National Headquarters based on current N.S.C.A.R. guidelines. When written request is made for a record copy, give the member's name, address including ZIP + 4® Code, society, and national number. Current price of \$5 for each record copy must be remitted with the request.

Supplemental Applications

For a fee of \$25, supplemental applications may be submitted after the member has received notice of acceptance and is assigned a national number.

Resignation and Reinstatement

A local society member may resign by writing a letter to the Senior Society President. A member-at-large may resign by writing a letter to C.A.R. National Headquarters. A member, having resigned, may be reinstated upon the payment of the current annual national dues and the reinstatement fee provided the applicant for reinstatement is less than twenty-two years of age.

Nonpayment of Dues and Reinstatement

A member whose dues are in arrears for ten months will be dropped from membership sixty days after notice to the member. If a member is in a local society, notice also is sent to the Senior Society President. A member, having been dropped from membership, may be reinstated upon payment of the current annual national dues and the reinstatement fee, provided the applicant for reinstatement is less than twenty-two years of age.

Senior Fees

All senior fees are sent directly to the Senior National Treasurer. All senior fees include a subscription to the *Children of the American Revolution Magazine*. The Senior National Treasurer will send notice to an officer or chairman whose fees are in arrears thirty days and a second notice will be sent if not paid in sixty days. After ninety days the privileges of office are suspended.

Senior Organizing or Reorganizing President's Fee

Upon appointment, a Senior Organizing or Reorganizing President pays to the Senior National Treasurer a fee of \$10 for the current calendar year and after that annually on January 1 until the society is organized or reorganized. An additional fee for the current calendar year is waived if the Senior Organizing or Reorganizing President becomes the Senior Society President.

Senior Society President's Fee

At the time member dues are paid, each Senior Society President pays to the Senior National Treasurer an annual fee of \$10 for the calendar year. The fee may be paid by the local society or collected by the local society from the Senior Society President. This fee covers any duly appointed Senior Society President serving during the calendar year. It is automatically transferred to a newly appointed Senior Society President upon receipt of the appointment at C.A.R. National Headquarters from the Senior State President.

Senior State President's Fee

Senior State Presidents pay an annual fee of \$20 upon appointment.

Senior National Fee

Senior National Officers, Honorary Senior National Officers, and Senior National Chairmen, and Honorary National Presidents pay an annual fee of \$20 payable May 1.

National Promoter Fee

National Promoters pay an annual fee of \$25 at the time of appointment.

Life Promoter Fee

Life Promoters pay a one-time fee of \$100 at the time of appointment.

Donations

Local society donations to national funds are sent directly each year to the Senior National Treasurer by the last day of February using the official Local Society Donation Form.

Summary of Dues and Fees

Applicant fee (1 child)	\$15
Applicant fee (each additional child applying same time, same lineage)	\$10
Magazine subscription (annual)	\$8
National membership dues (annual)	\$20
Record copy of application (each)	\$5
Reinstatement fee (each)	\$5
Supplemental application (each)	\$25
Senior Organizing or Reorganizing President (annual)	\$10
Senior Society President (annual)	\$10
Senior State President (annual)	\$20
Senior National Officer (annual)	\$20
Honorary Senior National Officer (annual)	\$20
Senior National Chairman (annual)	\$20
National Promoter (annual)	\$25
Life Promoter	\$100

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National Society Funds

The National Society established various funds for purposes vital to the organization. The National Society is very fortunate to have loyal, generous, and faithful supporters. Donors may restrict use of contributed funds. The intent of the donor is always respected. Anonymity of the donor if requested is respected and kept. Donations may be made in any amount to any of these funds. Checks should be made payable to N.S.C.A.R. or credit card information may be given. The Senior National Board of Management is the ultimate authority for the expenditure of any of these funds as well as the income from these funds.

Archival Preservation Fund

The Archival Preservation Fund was established by the Senior National Board of Management on June 7, 1999, to preserve the archival material of N.S.C.A.R. This fund is available to acquire, conserve, and preserve the archives of the National Society.

The Archival Preservation Fund receives income from donations, contests, bequests, investment income, and sales. The limited-edition reproduction from an original 1913 sterling silver C.A.R. spoon, which was presented to the archives in 1995, was formerly available for a donation of \$200.



Candidate Endowment Fund

The Resolution to Establish and Operate the Candidate Endowment Fund of The National Society of the Children of the American Revolution was adopted on February 7, 2011. This fund was created to support an event planned each year to educate the membership in the democratic process for electing leadership in the N.S.C.A.R. All principal of the fund shall be held and invested in perpetuity and shall never be used or diverted for any other purpose.

Centennial Fund

Established on June 1, 1990, the N.S.C.A.R. Centennial Committee developed ideas, projects, and activities in preparation for the 1995 Centennial Celebration. The Senior National Board of Management established the Centennial Fund and a design for a Centennial Pin on June 1, 1992.



Centennial Pins were received for donations of \$100, and Centennial Pins with a diamond were received for donations of \$200. The Senior National Board of Management ruled that C.A.R. would not order Centennial Pins after December 1, 1995. There are no Centennial Pins left.

As a Gift to the Nation to celebrate the Centennial of the Society, N.S.C.A.R. commissioned Turner Sculpture to design a bronze American Bald Eagle with an 8-foot wingspan. The eagle was dedicated in April 1995 to the National Zoological Park in Washington, D.C. Turner Sculpture then produced 200 limited-edition miniature Bronze Eagle Sculptures which were presented for donations of \$400 each. There are no miniature eagles left.

After the Centennial Celebration was completed, the Senior National Board of Management on April 18, 1996, approved (1) that \$1,995 from the Centennial Fund be used to establish a Sesquicentennial Fund, and (2) that the principal of the Centennial Fund would be held in perpetuity.



The Senior National Board of Management ruled that any person, society, state, and region contributing a cumulative \$1,000 toward the Centennial Fund could have the name placed on a plaque. The plaque was dedicated at the 2000 National Convention and now is displayed at C.A.R. National Headquarters. Spaces are available for additional names to be added to the plaque as contributions are added to the principal of the Centennial Fund.

The Centennial Fund continues to grow from investment income of the fund. On June 5, 2005, the Resolution to Establish and Operate the Centennial Fund was adopted. This allowed the Centennial Fund principal to be held in perpetuity. With the approval of the Senior National Board of Management, income of the Centennial Fund can be used for extraordinary expenses of the Society. In years when there are no extraordinary expenses, income can be added to the principal.

Children's Annual Reassurance Fund

The Children's Annual Reassurance Fund was established on February 9, 2009, to raise revenue for the National Society. The distribution of all monies generated for this fund will be determined by majority vote of the Senior National Board of Management annually.

Equipment Fund

State and Local Societies may choose to donate to the Equipment Fund through donations made to the National Society on the National Merit Form.

Library Fund

The N.S.C.A.R. Library Fund was established on December 5, 1999, by the Senior National Board of Management. The purpose is to collect and disburse funds to maintain the N.S.C.A.R. Library. For a donation of \$100, a Library Fund Pin may be received. In the past, book bags were sold for \$25 to benefit the library. The Library Fund is accessible as needs arise for the N.S.C.A.R. Library.



Life Promoter Fund

The N.S.C.A.R. Life Promoter Fund was established in 1963 to promote the growth and prosperity of the National Society. For a one-time fee of \$100, an individual receives a certificate attesting to Life Promoter status. Additionally, each Life Promoter receives for life the *Children of the American Revolution Magazine*. Each year a subscription fee for each Life Promoter is withdrawn from the investment income of the Life Promoter Fund. During the annual Memorial Service following National Convention, white carnations are placed in the memorial wreath to remember Life Promoters deceased during the year. A Life Promoter may purchase an official National Promoter Pin with Life Bar from Hamilton Insignia.

Magazine Fund

The Senior National Board of Management on June 5, 2005, adopted a Resolution on Establishment and Operation of the Magazine Fund. By that resolution the Magazine Sustaining Fund established June 3, 1976, and the Magazine Donor Fund established October 16, 1987, were combined into one fund named the Magazine Fund.



Previously, the 300 Pin and the 300+ Pin were received for donations of \$100 to the Magazine Fund.



Currently, the Magazine Fund Pin is received for a donation of \$100.

The limited and numbered edition of the Magazine Special Donor Benjamin Franklin Medallion was previously received for a \$1,000 donation to the Magazine Fund. There are no Benjamin Franklin Medallions left.



On June 4, 2011, the Senior National Board of Management approved the C.A.R. Magazine 100th Anniversary Pin to be available for a donation of \$100 only during the C.A.R. Magazine 100th Anniversary Celebration from June 1, 2011, through July 31, 2013.



Investment income from the Magazine Fund can only be used for the benefit of the *Children of the American Revolution Magazine*. In any fiscal year when all income is not needed by the magazine, the excess income may be added to the principal of the Magazine Fund for the future stability of the magazine.

Mountain Schools Fund

The Mountain Schools Fund was established on April 19, 2012, to be used solely for the purposes of supporting the general operations and emergencies of the Mountain Schools. A Mountain Schools Pin is available for a donation of \$25.



Museum Fund

The Museum Fund was established to benefit the N.S.C.A.R. Museum. Documents dating back to the 1930s show that donations to the museum have been received since that time. Local societies make donations to the museum each year using the Local Society Donation Form. Investment income from the Museum Fund can only be used for the benefit of the N.S.C.A.R. Museum and The Children's Room. When income is not used by the museum, the excess income may be added to the principal for the future benefit of the museum.



An Apple Slice Pin is available for a donation of \$50 to the benefit of the Museum Fund and The Children's Room.

On June 1, 2009, the Senior National Board of Management approved the design and production of a Golden Apple Pin for a donation of \$100 and a Golden Apple Pin with diamond chip for a donation of \$200. The pins were available only during The Children's Room 100th Anniversary Celebration from June 1, 2009, through June 30, 2011, and availability of the pins was extended to July 30, 2011.



Museum Renovation Fund

In the 1960s, a major renovation of the museum was planned in conjunction with the 75th anniversary of the National Society. The Museum Renovation Fund was created to raise funds toward this ongoing project. Contributions in any amount are always appreciated.



Museum Major Benefactors are recognized for contributions of \$1,000 to the Museum Renovation Fund. Each person or society, that has donated \$1,000 or in whose honor \$1,000 has been donated, receives an inscribed plaque and a Museum Major Benefactor Red Apple Pin. The name of the individual or society is placed on the Museum Major Benefactor plaque that is permanently mounted on the wall in the museum. Museum Major Benefactor Red Apple Pins cannot be passed from one person to another.

National Endowment Fund



In 1958, the Senior National Board of Management established the National Endowment Fund of the Children of the American Revolution. The Endowment Fund Advisory Committee is responsible for making plans and setting forth a program to increase the National Endowment Fund.

The income of the National Endowment Fund may be used for the general needs and promotion of the work of the N.S.C.A.R. Individuals or societies make donations to the National Endowment Fund by cash, stocks, or bequests in wills. All principal of the fund is held in perpetuity and invested. The Endowment Fund Advisory Committee is responsible for proper management of investments of the fund.

The Endowment Fund Pin is a circular, open-centered, gold pin with thirteen stars. It is given to anyone who contributes \$100 to the National Endowment Fund or in whose honor \$100 has been given. Therefore, any member of C.A.R., DAR, SAR, S.R., or friend may wear an Endowment Fund Pin.

This pin denotes the singular honor of one who has helped to assure the perpetuation of the ideals of the N.S.C.A.R. The pin is not an official insignia. Ladies may wear the pin as one would wear any piece of fine jewelry; pins of the smaller size may be worn as earrings. The gentlemen's pin is smaller in size and is to be worn on the lapel or as a tie tack.



In honor of the 50th anniversary of the National Endowment Fund, the National Society designed and produced a limited-edition Golden Anniversary Endowment Fund Pin which was received for a donation of \$150 only during the two-year Endowment Fund Golden Anniversary Celebration. This pin was extremely popular, and 401 were presented during the celebration from April 19, 2007, through April 25, 2009. This pin is no longer available.

Niebell Endowment Fund

The Senior National Board of Management established The Eleanor Smallwood Niebell Endowment Fund in June 1994. Mrs. Niebell, an Honorary Senior National President, donated \$100,000 to establish this restricted fund. The principal is held in perpetuity and invested. The income can only be used for staff salaries and for C.A.R. insignia note paper.



Operating Fund

The Senior National Board of Management established the Harriett Lothrop Medallion on February 5, 2001. This pin was received for a donation of \$300 to the Operating Fund and is no longer available. Donors were recognized as Major Operating Fund Patrons. In April 2003, the Senior National Board of Management approved the sale of patriotic Christmas ornaments to benefit the Operating Fund.

Pouch Legacy Fund

Mrs. William H. Pouch was National President 1937–1939. At that time, the adult head of the organization had the title of National President; there were no member officers. During her administration, she was instrumental in adding members as National Officers called Junior National Officers. In 1958, titles were changed to National President and Senior National President. She is the only Senior National President of C.A.R. to serve as President General of the Daughters of the American Revolution.

Mrs. Pouch died in November 1960. A portrait of "Aunt Helen" and a percentage of her estate were willed to N.S.C.A.R. Her portrait is in Stone Hall adjacent to the N.S.C.A.R. Museum. Over the years, the Senior National Board of Management granted permission for funds to be "borrowed" from this unrestricted fund. This fund provided for various needs of the Society such as air conditioning at C.A.R. National Headquarters.

The Senior National Board of Management voted to "Restore the Pouch Fund back to its original \$100,000" in October 1999. The Pouch Legacy Fund continues to honor this individual so important to N.S.C.A.R. The principal and donations to this fund are held in perpetuity.

In October 2007, the Senior National Board of Management voted that income from the Pouch Legacy Fund be designated for the National Program.

Sesquicentennial Fund

The Centennial of the National Society was celebrated in 1995. The Centennial Committee recommended that \$1,995 be set aside from the Centennial Fund to celebrate the 150th anniversary of the Society. The Senior National Board of Management established the N.S.C.A.R. Sesquicentennial Fund on April 18, 1996. All interest earned is to be reinvested as principal until the Sesquicentennial. Withdrawals from the fund will be made available in 2045 for the Sesquicentennial Celebration of the Society.

Utz Member Activities Fund

The Utz Member Activities Fund was established by a resolution dated May 30, 2015. Mrs. Alberta V. Thomas Utz, through her will, donated \$100,000 to N.S.C.A.R. to establish this fund. Mrs. Utz served as the Senior State President of Virginia and held several senior national chairmanships. She was National Life Promoter #98. The principal in this fund is held in perpetuity and invested. The income may only be used for member activities.

Veterans Fund

The Veterans Tribute was approved on June 1, 2008, for a framed stained-glass piece to be in the N.S.C.A.R. Museum with a book for names of those being honored and a stand for that book. The book stand with a memorial plaque is in memory of Dr. David R. Curfman, and the Senior National Officers Club donated \$500 for this book stand. Money for the tribute was raised by donations of \$200 for each of the sixty-six pieces of stained glass from individuals or groups who are recognized on the front page of the book and in the *C.A.R. Magazine*. This was an extremely popular tribute, and there are no stained-glass pieces remaining.



On June 1, 2009, the Resolution to Establish and Operate The Veterans Fund was adopted. This resolution provided that \$500 would be kept in the fund as a working fund. Any future donations would be considered principal and held in perpetuity and invested for future veterans programs and activities.

Voyager Fund



The Voyager Fund was established by a resolution dated October 23, 2006. The purpose of the Voyager Fund is to provide grants to assist with travel expenses for National Officers (except the National President), State Presidents, and National Chairmen who attend regional meetings. All donations to the Voyager Fund shall be considered principal; all principal of this fund shall be held and invested in perpetuity and shall never be used or

diverted for any other purpose.

Summary of Available Items for Designated Funds

Apple Slice Pin	\$50
<i>Centennial Plus One</i> book	\$15
Endowment Fund Pin.....	\$100
Library Fund Pin.....	\$100
Life Promoter.....	\$100
Magazine Fund Pin.....	\$100
Mountain Schools Pin	\$25
Museum Major Benefactor Red Apple Pin and plaque	\$1,000
Niebell Fund Pin	\$50
Voyager Fund Pin.....	\$50

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Organizing and Reorganizing Societies

Appointment of Senior Organizing President or Senior Reorganizing President

Following confirmation of the Senior Organizing or Reorganizing President, a notice of confirmation is sent by N.S.C.A.R. to the Senior Organizing or Reorganizing President. Senior Organizing or Reorganizing Presidents should not wait for official organization or verification of applications to plan events. Informal gatherings to learn about C.A.R. and to get to know each other are important.

The appointment of a Senior Organizing or Reorganizing President expires if no society is formed within one year. Upon the request of the Senior State President, the appointment may be extended for one additional year.

Senior Organizing or Reorganizing Presidents, as soon as they accept the position, should obtain a national *C.A.R. Handbook* and *Bylaws*, available on the N.S.C.A.R. Web site. This is a must for organizing or reorganizing a society. It is suggested that at least two adults should be available to assist in preparing applications and planning local society events.

The Senior National Board of Management meets five times annually. Therefore, there is a period of time between submission of the name of the Senior Organizing or Reorganizing President for confirmation and the official notification of confirmation. During this period, the Senior Organizing or Reorganizing President and/or members of the sponsoring organization(s) should canvass the area for potential members and learn about annual national programs. After the required applications have been verified, a local organizing or reorganizing meeting is then held where the society is officially organized and the officers are installed.

Following the organizing meeting, the Senior Organizing or Reorganizing President completes the Report of Organization of Society in duplicate and sends both copies to the Senior National Organizing Secretary. The organization card also is completed and sent to the Senior State President.

The society is not officially organized until confirmation by the Senior National Board of Management is received from N.S.C.A.R. Upon completion of organization, the Senior Organizing or Reorganizing President, at the discretion of the Senior State President, may be appointed Senior Society President for a term of two years. Occasionally, a person other than the Senior Organizing or Reorganizing President becomes the Senior Society President.

The charter of a local society is kept open until the close of the Senior National Board of Management meeting which follows the month of the first anniversary of the society. Any society may apply for and purchase a charter; however, a charter is not necessary. Refer to *The Story of Your Charter* in the back of this handbook.

Direct all correspondence to the appropriate Senior National Officer at C.A.R. National Headquarters. The address is 1776 D Street NW, Room 224, Washington, DC 20006-5303; the e-mail address is hq@nscar.org.

Members

Six NEW members with dues paid for current year are required to organize a society. To reorganize a society, any six members with dues paid for current year are required. For purposes of organization, members-at-large who have never affiliated with a local society are considered NEW members. Any boy or girl under the age of twenty-two years, who is lineally descended from a soldier, sailor, civil officer, or recognized patriot in the American Revolution, is eligible for membership in N.S.C.A.R.

Senior Organizing or Reorganizing Presidents are to have blank application paper for computer on hand at all times to avoid delays with prospective members. Applications should be completed, checked for accuracy, and signed. Applications with the appropriate fees and dues are sent to C.A.R. National

Headquarters with a notation, "Application from an Organizing Society." An application in writable PDF format may be downloaded from the N.S.C.A.R. web site, www.nscar.org.

Completed membership applications must be verified before official organization can occur. Only the signatures of the endorsers and the Senior Organizing or Reorganizing President are required on applications prior to confirmation of the organization or reorganization of a society by the Senior National Board of Management. The new society is ready to be officially organized when it has at least six NEW members verified and has received confirmation of the society name from N.S.C.A.R.

After confirmation, the Senior Society President, Society President, Society Recording Secretary, and Society Registrar sign all applications. All applications must be endorsed by two members of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution or one such member and one member of the Children of the American Revolution.

Each applicant for membership pays to N.S.C.A.R. an application fee of \$15 and one year's dues of \$20, a total of \$35. This amount must accompany each application. However, when two or more children of the same parents apply for membership on the identical line at the same time, the application fee is reduced to \$10 for the second child as well as any subsequent children applying at the same time. Dues are \$20 for each child.

Naming the New Society

As soon as possible, a name is selected for the organizing society. Local societies are named for persons, places, or events of historical association with America prior to 1825.

A short documented history of the name is sent to the Senior National Organizing Secretary for approval and confirmation by the Senior National Board of Management. It is preferable to submit three names and corresponding histories in the event one is unacceptable or already in use. The names are to be listed in order of preference. Names of children or youths who served the cause of American Independence may be chosen when appropriate.

A local society name, once approved, can only be changed by a two-thirds vote of the Senior National Board of Management. No society may adopt a name in current use. A newly organizing society that wishes to use the name of a disbanded society may do so, and will be reclassified as a re-organizing society.

Society Officers

The Society President and officers of a local society must be members of the National Society with dues paid by January 1. Once installed, the Society President presides at all meetings of the local society beginning with the organizing meeting. As presiding officer, the Society President should conduct all meetings from a word-for-word agenda. Only the Senior Organizing or Reorganizing President may call the organizing meeting to order because only that person has the authority granted to do so by the Senior National Board of Management.

After installation, the new Society President immediately presides for the rest of the meeting and at subsequent meetings. The following is a sample agenda which the Society President, with the assistance of the Senior Organizing or Reorganizing President, should use and adapt to the needs of the society. The member presides and should use words which are comfortable for the age of the person.
Members preside; seniors advise.

Suggested Program
for a local society organizing meeting

Front Cover of Program

C.A.R. insignia at the top center

Organizing Ceremony of the

(Name of Society)

(City, State)

(Date, Time, and Place)

(Name of Sponsoring Organization(s))

Inside Program: *Indicates attendees should stand

*Procession¹⁰

*Call to Order Senior Organizing President

*Invocation State Chaplain, local minister, or other participant

*The Pledge of Allegiance to the Flag of the United States of America Name

*"The Star-Spangled Banner" Name

*The American's Creed (printed in program) Name

*The C.A.R. Creed (printed in program) Name

*Object of C.A.R. (printed in program) Name

*Mission Statement (printed in program) Name

*Colors Posted

Presentation and Installation of Society and Senior Society Officers State President or State Officer

Ceremonial Transfer of Gavel to Society President¹¹ Name

Acceptance of Gavel and Responsibility Name

History of Society Name (printed in program) Name

Presentation of Society Members Society President

Welcome New Society Mayor or other community leader

Greetings from the State Society State or Senior State President

Greetings from Sponsoring Organization(s) Name(s)

Greetings from Honored Guests Names of DAR,
SAR, and/or S.R. participants

Response Society President

*"The C.A.R. Song" (printed in program) Assembly

*Benediction Society Chaplain

*Retiring of the Colors Color Bearers

Adjournment Society President

Reception

¹⁰ The size of the procession depends on the size of a local society. It can include color bearers, page/aide, Senior Organizing President, page/aide, and Society President. If it is a large society, it may include other Society Officers. If the society owns large flags, they should be carried in just as the meeting is to begin and retired at the end of the meeting. Small flags can be used in a procession or simply on a table at the front of the room. When the flag of the United States of America comes into view, everyone stands and places right hand over heart until the flag reaches its destination.

¹¹ The sponsoring organization often presents a gavel to a new society.

Suggested Agenda

for a local society organizing meeting

Senior Organizing President (at the lectern, taps gavel) says,

"By virtue of the authority vested in me as the Senior Organizing President, I call to order the organizing meeting of the (name) Society of The National Society of the Children of the American Revolution."

Senior Organizing President says,

"Please stand for the Invocation and remain standing until the colors are posted."

"The Invocation will be given by (name and title)."

"The Pledge of Allegiance to the Flag of the United States of America will be led by (name and title)."

"The Star-Spangled Banner" will be led by (name and title)."

"The American's Creed will be led by (name and title)."

"The C.A.R. Creed will be led by (name and title)."

"The Object of C.A.R. will be read by (name and title)."

"The Mission Statement will be read by (name and title)."

"Please post the colors."

"At this time, it is a pleasure to present the Society and Senior Society Officers. As your name is called, please come forward to be installed."

Some societies choose to install the member officers first and then call the senior officers forward and install them. Other societies choose to call all member and senior officers forward, have the member officers stand in front of the senior officers, and install all of them at one time. Either way is correct.

Senior Organizing President says,

"The Installation Ceremony will be conducted by (name and title)."

Person conducting the Installation Ceremony says,

"Persons taking the Oath of Office shall please rise, raise their right ungloved hand, and keep it upright until they give the response to the question."

"Having been duly elected/appointed to these offices of the (name) Society of The National Society of the Children of the American Revolution, do you solemnly swear to uphold the Constitution of the United States of America and the national *Bylaws* of the Children of the American Revolution, and further promise that you will faithfully discharge the duties of your offices, to the best of your knowledge and ability, and do you further promise to uphold the principles of this organization and at all times conduct yourself uprightly and according to the laws as becomes an officer of The National Society of the Children of the American Revolution, so help you God? Answer: I do"

Members in unison reply, "I do."

Person conducting the ceremony says,

"Members of the (name) Society, please rise and raise ungloved right hand. (pause) Do you solemnly promise to encourage and assist these officers in the discharge of their duties and at all times to further the growth and interests of the society?"

Members in unison reply, "I do."

Person conducting the ceremony says,

"Congratulations to the officers for accepting the responsibility of office."

Senior Organizing President says,

"It is my pleasure to present the newly installed Society President of the (name) Society, (name of Society President), who will preside."

Society President says, "Thank you very much, (name of Senior Organizing President). It is my pleasure to serve as your president. Much gratitude is extended on behalf of this society to (name of Senior Organizing President) who took on such a tremendous task of organizing this society. We thank you."

Presentations

Societies may receive various gifts when (re)organizing: certificates, flags, gavel, etc. It is courteous to ask the person to present officially the gift to the society. If such is the case, the following could be appropriate.

Society President says,

"A special presentation will be made by (name and title)."

Person making presentation says,

"At this very special meeting, it is a great privilege for me to present this gavel to the (name) Society from (name). It is my pleasure to present it to the president of the society. **Please use it with authority, not superiority.**" (extends gavel to society president)

Society President says,

"Thank you. On behalf of the (name) Society, this president is delighted to accept this gavel. We shall always cherish this lovely gift on such a momentous occasion. It also is a pleasure to accept the responsibilities of the presidency of this society. It is a great honor and privilege, and with any privilege comes responsibility. This officer will take the position very seriously and promise to do (his/her) very best with the advice of the Senior Society President."

"At this time will the Society Historian (name) please come forward and give the history of the name of the society?"

Society Historian reads the history of the name as submitted to the National Society.

Society President says,

"Thank you very much for that interesting history; it was very enlightening. Now it is time to meet all of our members. As your name and the name of your Revolutionary ancestor are called, please stand to be recognized and remain standing until all have been introduced. Please hold your applause until after all have been introduced. The members of our society are (Say members' names and Revolutionary ancestors.)"

"A welcome to the society will be given by (name and title)."

"Greetings from the state society will be given by (name and title)."

"Greetings from [DAR, SAR, and/or S.R. sponsoring organization(s)] will be given by [name(s) and title(s)]."

"There are other honored (C.A.R., DAR, SAR, S.R.) guests with us today who are invited to bring greetings. They are [name(s) and title(s)]."

"Thanks go to all of you for those wonderful and encouraging words. We will certainly try to do our best to live up to all of your expectations."

"And now, please join in singing the 'The C.A.R. Song.'"

"We thank you for coming today and look forward to seeing you at our next meeting which will be held (date, time, and place)."

"The Society Chaplain, (name), will now give the benediction."

Society Chaplain gives benediction.

Society President says,

"Will the color bearers please retire the colors? Please stand until the colors are out of the room."

After colors are out of the room, the Society President says,

"I declare the meeting adjourned. Please join us for refreshments."

Congratulations - You are now a local society!

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Local Societies

Members

Active membership is the cornerstone of a successful local society. The membership of a society is at least six. A member transferred from one society to another between December 31 and February 1 shall be credited in the membership count of the society through which the national dues of the member were paid for the current year. Membership of a society may be divided into age groups when deemed advisable.

A list of who pays the dues for each member, including name, address, and telephone number, should be kept. If a grandparent or other person pays the dues, that individual's name and address should be shown on the records so the dues notice goes to the proper person, and a member is not lost or dropped for not paying dues.

Peewee Patriots

Young members, ten and under, are valued members, have special requirements, and have a shorter attention span. Societies should provide plan activities for all age ranges. Members are never too young to attend meetings.

Prospective Members

Prospective members should attend every meeting. Friends, new people in the community, and children of new DAR, SAR, and S.R. members should be invited to all meetings. A list of these prospective members should be maintained for future invitations. Often once young people are introduced to C.A.R. and it is determined that they have a relative in DAR, SAR, or S.R., the application process is easier. DAR, SAR, and S.R. members should be invited to attend C.A.R. activities. It is a great way to secure prospective members.

There is an excellent information brochure available from C.A.R. National Headquarters. These are very inexpensive and easy to carry to meetings. The brochure gives information on membership, activities, and programs. Local societies should take advantage of opportunities to have information available at community events, county fairs, public libraries, etc.

Local Officers and Chairmen

All local officers shall be members with dues paid by January 1 of the local, state, and national societies. Local or state bylaws determine the term of office. The Society President presides at all meetings of the local society. There are no age requirements for a member to serve as a local Society Officer or Chairman. All members should participate in some way at each event. Some societies have members with an average age of three; others have members with an average age of fifteen.

Senior Leaders

Assistance should be offered to help complete the applications. A genealogical workshop for families can be beneficial to the society and the prospective members. Parents and grandparents of prospective members could be invited to a special meeting to complete the applications together. Review the requirements, complete the application, and sign the application. An application must be mailed to C.A.R. National Headquarters with the appropriate fee and dues. While applications are being processed, prospective members should be encouraged to be active in all C.A.R. activities. Once the verified application is returned from C.A.R. National Headquarters, plans should be made to welcome the new member at the next local society meeting.

Local Society Sample Bylaws

BYLAWS

THE _____ SOCIETY OF
THE NATIONAL SOCIETY
OF THE
CHILDREN OF THE AMERICAN REVOLUTION

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BYLAWS

THE _____ SOCIETY OF
THE NATIONAL SOCIETY OF THE
CHILDREN OF THE AMERICAN REVOLUTION
(DATE)

ARTICLE I

Name

The name of this society shall be the _____ Society of The National Society of the Children of the American Revolution.

ARTICLE II

Object

The object of this society shall be to gather children and youth eligible to become members of The National Society of the Children of the American Revolution, assist them in becoming members, and promote the object of The National Society of the Children of the American Revolution.

ARTICLE III

Eligibility

Any child or youth under the age of twenty-two is eligible for membership in The National Society of the Children of the American Revolution. A prospective member must be lineally descended from a man or woman who, with unflinching loyalty, rendered material aid to the cause of American Independence as a soldier, sailor, civil officer, or recognized patriot in one of the several Colonies or States, or of the United States, provided that the applicant is personally acceptable to the society.

ARTICLE IV Membership

To become a member of this society, an applicant shall present an application according to the provisions set forth in the national *Bylaws*.

ARTICLE V Officers

Section 1. The officers of the _____ Society shall be Society President, Society Vice President, Society Chaplain, Society Recording Secretary, Society Corresponding Secretary, Society Treasurer, Society Registrar, Society Historian, Society Librarian, and Society Curator (or Society Librarian-Curator). The officers shall be members with dues paid by January 1 of the Children of the American Revolution local, state, and national societies.

Section 2. In addition there shall be a Senior Society President, Senior Society Vice President, Senior Society Chaplain, Senior Society Recording Secretary, Senior Society Treasurer, and Senior Society Registrar. The Senior Society President and the Senior Society Vice President shall be members of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution. The term of office of the Senior Society President shall be two years from the date the appointment is confirmed by the Senior National Board of Management and may be extended by reappointment. In no case shall one serve more than six years consecutively in accordance with N.S.C.A.R. *Bylaws*. The Senior Society President shall appoint the other senior officers.

ARTICLE VI Nomination and Election of Officers

Section 1. The officers of the society shall be elected from the membership for a term of _____ year(s). The Society President shall appoint a Nominating Committee of _____ members at the _____ meeting. This committee shall nominate a candidate for each office to be filled. The election shall take place at the _____ meeting. Election shall be by ballot, and a majority vote shall elect, a quorum being present. The Senior Society President shall act as an advisor to this committee.

Section 2. The officers shall be installed and assume their duties at the _____ meeting.

Section 3. Vacancies that occur in society offices shall be filled by appointment by the Senior Society President, except that of Society President, to which the Society Vice President succeeds.

ARTICLE VII Duties of Society Officers

Section 1. The SOCIETY PRESIDENT shall preside at the society meetings; plan the work to be accomplished for the year and submit these plans to the Senior Society President for approval; set up the time and date for all meetings of the society after conferring with the Senior Society President; prepare a message for each issue of the society newsletter; prepare an agenda for all meetings; and after approval by the Senior Society President, make copies of the agenda for the Senior Society President and Senior Society Recording Secretary. Under supervision of the Senior Society President, the Society President shall represent the society on all appropriate occasions and prepare and give the society report at the state conference.

Section 2. The SOCIETY VICE PRESIDENT shall preside in the absence of the Society President, assume such duties as may be required by the Society President, and help the Senior Society Vice President to prepare the society yearbook and programs for the year.

Section 3. The SOCIETY CHAPLAIN shall open all meetings of the society with prayer and assist the Senior Society Chaplain with any religious services as may be required. The Society Chaplain or a member or senior appointed by the Society President shall administer the oath of office for the installation of new officers.

Section 4. The SOCIETY RECORDING SECRETARY shall keep an accurate record of the minutes of all meetings of the society and shall be assisted by the Senior Society Recording Secretary with the minutes. A copy of the minutes shall be approved by the Society President, Senior Society President, and Senior Society Recording Secretary.

Section 5. The SOCIETY CORRESPONDING SECRETARY shall send notices of meetings of the society and shall attend to such other correspondence as may be required by the Society President.

Section 6. The SOCIETY TREASURER shall assist the Senior Society Treasurer with the duties of that office.

Section 7. The SOCIETY REGISTRAR shall assist the Senior Society Registrar in keeping an accurate record of the membership of the society.

Section 8. The SOCIETY HISTORIAN shall have charge of all documents of historical value to the society and of the society scrapbook. The Society Historian shall place all newspaper clippings, notices, reports, programs, and pictures in the book as a history of the society. The Society Historian shall promote interest in American history, encourage trips to historic sites, and keep the scrapbook up-to-date and on display at society meetings.

Section 9. The SOCIETY LIBRARIAN shall solicit funds for the N.S.C.A.R. Library and check items proposed as gifts to the N.S.C.A.R. Library before they are offered to the National Society.

Section 10. The SOCIETY CURATOR shall solicit funds for the N.S.C.A.R. Museum and check items proposed as gifts to the N.S.C.A.R. Museum before they are offered to the National Society.

(See the *C.A.R. Handbook* for more descriptions of officers and their duties.)

ARTICLE VIII Duties of Senior Society Officers

Section 1. The SENIOR SOCIETY PRESIDENT shall have general supervision over the affairs of the _____ Society; perform all of the duties required by the national and state societies; preside at meetings of the Senior Society Board; send notices to the Senior State President and to the Senior State Corresponding Secretary of the election of society officers; and send to the Senior State Chaplain and the Senior State President notice of the death of any society member, senior leader, sponsor, or financial supporter. The Senior Society President shall attend society meetings and assist the Society President in the performance of the duties of the office.

Section 2. The SENIOR SOCIETY VICE PRESIDENT shall preside in the absence or inability of the Senior Society President and shall perform such duties as may be required by the Senior Society President.

Section 3. The SENIOR SOCIETY CHAPLAIN shall assist and advise the Society Chaplain with any religious services as may be required.

Section 4. The SENIOR SOCIETY RECORDING SECRETARY shall advise the Society Recording Secretary in keeping accurate minutes of the proceedings of all meetings of the society.

Section 5. The SENIOR SOCIETY TREASURER shall collect and receive all monies due to the society and shall deposit same in such bank(s) as may be designated by the Senior Society Board to the credit of the _____ Society of the Children of the American Revolution. The Senior Society Treasurer shall be the custodian of the funds of the society and shall disburse such funds upon order of the Senior Society President. The Senior Society Treasurer's accounts shall be audited at the time of a new Senior Society Treasurer assuming office. The Senior Society President shall appoint an auditor or auditing committee. The Senior Society Treasurer shall send to the Senior National Treasurer, postmarked on or before the first day of January each year, the national dues of the society members for that calendar year. The Senior Society Treasurer shall prepare and file any reports required of a 501(c)(3) organization by the Internal Revenue Service.

Section 6. The SENIOR SOCIETY REGISTRAR shall keep a complete, up-to-date record of the membership of the society. This record shall include the full name, address, date of birth, national number, date of admittance by the National Society, name of ancestor, name of society, and notations of transfer, marriage, death, aged out, resignation, and/or dropped from membership for nonpayment of dues. The Senior Society Registrar shall send without delay to the Senior State Registrar and to the Senior State Treasurer all changes in society membership including new members, reinstatements, resignations, transfers, and notices of marriages, deaths, and address changes.

Section 7. The Senior Society Officers shall assist the society officers in every way possible in the performance of their duties and shall see that they have the necessary reports prepared and presented.

ARTICLE IX Meetings

Section 1. There shall be at least four business meetings per year. The Society President with the approval of the Senior Society President shall call a special meeting whenever necessary for the transaction of business. _____ members shall constitute a quorum.

Section 2. The _____ meeting shall be the Annual Meeting of the society.

ARTICLE X Dues and Fees

Section 1. The annual dues payable to the local society shall include local, state, and National Society dues. The local society dues are \$_____; state society dues are \$_____; and National Society dues are \$20.00. The total amount of dues is payable to N.S.C.A.R. on or before _____.

Section 2. The application fee of \$15.00 and national dues of \$20.00 shall accompany each application and be sent to C.A.R. National Headquarters in accordance with national *Bylaws*.

Section 3. A member whose national dues are in arrears shall be dropped from membership in accordance with national *Bylaws*.

Section 4. Any member may resign membership as prescribed in national *Bylaws*.

ARTICLE XI Fiscal Year

The fiscal year of the _____ Society shall be March 1 through the last day of February.

ARTICLE XII Committees

Section 1. The Society President shall appoint, with approval of the Senior Society President, all chairmen in accordance with the program committees authorized by the National Society and such other committees, standing or special as required. National committees are listed in the National Roster. The Society President shall serve as a member ex-officio of all committees except the Nominating Committee.

Section 2. The Senior Society President shall appoint all senior chairmen in accordance with the program committees authorized by the National Society and such other committees, standing or special, as required. The Senior Society President shall serve as a member ex-officio of all committees and as an advisor to the member Nominating Committee.

ARTICLE XIII Delegates and Alternates

Section 1. The society shall send delegates and alternates to the National Convention in accordance with N.S.C.A.R. *Bylaws*. The society shall send to the Senior State President and to the

Senior National Chairman of Credentials for the National Convention the names and national numbers of the delegates and alternates who are to represent the society at the National Convention.

Section 2. The society shall send delegates and alternates to the state conference in accordance with state society bylaws and shall send to the Senior State President and the Senior State Treasurer the names of the delegates and alternates who are to represent the society at the state conference.

ARTICLE XIV Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the society in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the _____ Society, the _____ State Society, or The National Society of the Children of the American Revolution.

ARTICLE XV Amendments

Section 1. These bylaws may be amended at any Annual Meeting by a two-thirds vote of those present and voting, a quorum being present, provided that the proposed amendment has been submitted in writing at the previous meeting.

Section 2. Amendments to these bylaws shall take effect at the close of the Annual Meeting at which they were adopted.

ARTICLE XVI Dissolution

If the _____ Society should disband, all funds remaining in the treasury shall be forwarded to the _____ State Society. If there is no state society, said funds shall be forwarded to the Senior National Treasurer. The society may designate to what use the funds may be applied provided such use is approved by the Senior National Board of Management. No part of the property of the society or any of the proceeds shall be distributed to or inure to the benefit of any of the officers, senior officers, members, or senior leaders of the _____ State Society.

Newsletters

Good communication is an important part of any local society. This is easily accomplished with a local society newsletter. Members should be encouraged to submit original word searches, puzzles, reports, articles, and artwork for printing in the newsletter.

A member is excited to see his name in print! Members like to hear about society activities. A newsletter should be printed at regular times and sent to all members and prospective members. Nonresident members should be encouraged to write articles for the newsletter.

A copy of the local society newsletter should be forwarded to the Editor and Associate Editor of the *Children of the American Revolution Magazine* and the Editor of the state society publication. Share news and information with your community by sending copies to those who would be interested in the members such as the sponsoring organization(s), grandparents, and teachers.

Web Site

Many societies have Web sites. It is a great way to keep in touch with members and seniors or have a virtual meeting. See Chapter 14, Local Society Web Site Guidelines and Social Media Guidelines.

Life Member

National life membership should always be encouraged. A Life Member is one who has paid national dues in advance through the twenty-second birthday, one's C.A.R. life. Sometimes states offer life membership for state dues. Parents should inquire if this is available. Local dues still must be collected. Members choosing to become a life member receive a 20% discount.

Children of the American Revolution Magazine

Magazine subscriptions of \$8 annually must always be encouraged and paid unless the member becomes a Life Promoter. A Life Promoter is one who pays \$100 and receives a lifetime subscription to the *Children of the American Revolution Magazine*. National Promoters pay an annual fee of \$25 and receive the magazine for one year.

Members' Responsibilities

Members are encouraged to learn all they can about C.A.R., the object, history, annual programs, national projects, and all of its wonderful activities. They are encouraged to subscribe to the *Children of the American Revolution Magazine* and read about what children are doing in other states. Members should help the senior officers with the planning and operation of the society. Dues should be paid promptly. Members should memorize The American's Creed and The C.A.R. Creed and act according to those creeds.

Members should be dependable—this is most important. If a member agrees to serve as an officer or chairman or to take part in the program, the member should be there and be prepared. If something unforeseen happens, the senior leader should be notified as soon as possible, so that a replacement can be found. The national *C.A.R. Handbook* and *Bylaws* should be studied to learn the duties of office or chairmanship.

Members should tell friends about C.A.R. Dual membership in DAR, SAR, or S.R. should be encouraged. If joining one of these organizations, a certificate attesting membership should be requested before the member's twenty-second birthday. Any suggestions for the improvement of C.A.R. should be sent to the National President and Senior National President.

Dues and Fees

State and local societies set their own dues. Some societies have a family rate when there is more than one member in the same family. Dues notices should be sent in the fall. If a member has been accepted after July 1 of the year of application, the dues are considered paid for the following year. They do not need to be paid again until the next year. Meet the deadlines set by the National Society.

Application fee (one child).....	\$15
Application fee (each additional child applying same time, same lineage).....	\$10
Magazine subscription (one year)	\$8
National membership dues (annual)	\$20
Supplemental application (each)	\$25
Record copy of application.....	\$5
Reinstatement fee	\$5
National Promoter	\$25
Life Promoter.....	\$100

Officers

Officers of the local society help to carry out the responsibilities of the operation of the society. They also have an opportunity to develop leadership capabilities.

Officers should be carefully selected, considering age and ability. The Nominating Committee should include the Senior Society President as advisor. Elections should be held and officers installed.

Society President. When possible, the Society President should be old enough to preside at all meetings. The agenda should be formulated with the guidance of the Senior Society President. The Society President signs all applications, assists the Senior Society President to make plans for the work, and helps to carry out the plans. The Society President represents the society at state society functions, reads the local society report at the annual state conference, and, upon invitation, represents the society at meetings of its sponsoring organization(s) and/or other local groups.

Society Vice President. The Society Vice President has the responsibility of assisting the Society President and should be old enough to perform the duties of the Society President if necessary. In some

societies the Society Vice President is given the duty of preparing the yearbook and/or preparing the meeting programs.

Society Chaplain. The Society Chaplain opens meetings with prayer, leads the benediction, says grace at luncheons or dinners, and conducts a Memorial Service if the society loses a member by death. The Society Chaplain reports to the State Chaplain deaths that may occur. The Society Chaplain should use original prayers and devotionals whenever possible. The Senior Society President or Senior Society Chaplain should check these prayers prior to being used.

Society Recording Secretary. This officer should be old enough to take notes during the meetings and write accurate accounts of the society proceedings. The Society Recording Secretary signs all applications and should follow the Recording Secretary Guidelines.

Society Corresponding Secretary. This officer helps with the correspondence of the society. This officer sends notices of meetings, thank-you notes, invitations, and other correspondence of the local society.

Society Treasurer. This officer aids the Senior Society President and Senior Society Treasurer by collecting dues and fees at meetings, writing receipts, and passing monies collected to the Senior Society Treasurer after the meeting. The receipt book and money collected should balance. The Society Treasurer should be given a receipt for all funds submitted to the Senior Society Treasurer. If a society collects funds for state or national projects, the Society Treasurer should use the same procedure, designating name of project or donation and amount. Accuracy is important, and the person elected for this office should have good qualifications. Many societies use this procedure while others handle finances in a manner suitable to that particular society.

Society Registrar. The Society Registrar helps with applications of new members, signs all applications, and aids in getting the required signatures. The Senior Society Registrar or the Senior Society President is custodian of all verified applications. One of these senior officers must be responsible for sending notification of new members, resigned members, transfers, changes in membership, and deaths to the Senior State Registrar and Senior State Treasurer. The Senior National Treasurer is notified of changes of address, transfer requests, resignations, and deaths of members.

Society Historian. This officer has the responsibility of keeping the history of the society and its past activities and accomplishments. All newspaper articles, notices, pictures, newsletters, yearbooks, etc. are clipped and/or placed in a history book in chronological order. Duplicates of these should be sent annually to the State Historian for the state history book.

Society Librarian-Curator. The National Society has split this position into two offices, Librarian and Curator. Local and state societies may keep these offices combined or split them as the needs and/or interest of the local or state society dictate. The Librarian-Curator assists the Senior Society Librarian-Curator or Senior Society President with the custody and care of the flags, books, magazines, and pamphlets which the society possesses. The Librarian-Curator interests the members in the N.S.C.A.R. Library and N.S.C.A.R. Museum. The Librarian-Curator should have copies of the Library Standards and Museum Principles.

Officer Reports

Each Society Officer reports accomplishments of office to the corresponding State Officer fifteen days prior to the date of the state conference. These reports are to be incorporated in the reports of the State Officers. The report is to be written in the third person and should be signed by the officer and corresponding senior.

Sample Officer Report

(Name of Office) Report

Date

Madam or Mr. President:

This officer attended _____, _____, and _____. This officer accomplished the following: _____, _____, and _____.

This officer did the following: _____, _____, and _____.

This officer wishes to thank the Senior Society _____.
It has been a privilege to serve the _____ Society in this capacity.
(Signature)
(Name of Officer)
(Office)

Committee Chairmen

The Society President and Senior Society President appoint Committee Chairmen and Senior Committee Chairmen respectively. The chairmen should be included in the planning session of the local society when the program for the year is being discussed and planned.

National Program Packet

Beginning each June, the *National Program Packet* is available on the N.S.C.A.R. Web site and from C.A.R. National Headquarters. This should be studied and used as a guide for the year's work. National Program Committees are subject to change and are always listed in the *National Program Packet*. Committee Chairmen have the important duty of promoting on the local level the work of the National Program Committees.

Each chairman should have a scheduled time for presenting a program on the emphasis of that committee. Each chairman has the responsibility to inform, interest, and enlist the members of the local society in supporting the goals of the specific committee.

All Committee Chairmen report the accomplishments of their committees to their corresponding State Committee Chairmen fifteen days prior to the state conference. These reports, written in the third person, are to be incorporated in the reports for the state conference.

Sample Chairman Report

(Name of Committee) Report
Date

Madam or Mr. President:

This chairman attended _____, _____, and _____. This chairman accomplished the following: _____, _____, and _____.

This chairman did the following: _____, _____, and _____.

This chairman wishes to thank the Senior Society _____.

It has been a privilege to serve the _____ Society in this capacity.

(Signature)
(Name of Chairman)
(Committee)

Senior Officers

Welcome to the wonderful world of C.A.R. senior leadership! Senior leaders are defined as individuals at least 22 years of age. The following will assist a new senior in becoming an outstanding Senior Society President as meetings are planned and activities and records are organized. C.A.R. is unique in that it usually becomes a family activity.

Senior leaders benefit from knowledge and skills gained from affiliation with numerous other youth programs. The big difference is that C.A.R. has a longer age span which provides advantages and poses challenges. By involving the entire family in the C.A.R. organization and service projects, communities can benefit greatly. Communities can offer projects to involve members. Effective and enthusiastic local Senior Society Officers are vital to a local society.

The Senior State President appoints each Senior Society President subject to confirmation by the Senior National Board of Management. The Senior Society President and Senior Society Vice President of a local society must be members of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution. The term of office is two years from the date the appointment is

confirmed by the Senior National Board of Management and may be extended by reappointment. An individual shall only be eligible to serve as Senior Society President for one local society at a time. In no case should one serve more than six years consecutively. A Senior Society President who has served six consecutive years is ineligible for another appointment as Senior Society President until after the expiration of one year.

Local Societies

Some societies might desire to receive Internal Revenue Service tax-exempt status. In that event, they are to contact C.A.R. National Headquarters for instructions.

All local societies must use the federal Employer Identification Number (EIN) assigned under The National Society of the Children of the American Revolution group exemption ruling and MUST NOT use either the national EIN or the state EIN. If you do not know the EIN for your local society, contact either the Senior State Treasurer or C.A.R. National Headquarters. If your society does not have an EIN, you must apply for one from the IRS. Before contacting the IRS, please consult the "Authorized Users" section of the N.S.C.A.R. Web site. Under "Forms – Tax Information" is a sample of form SS-4, which you will need to obtain the EIN. You can obtain the EIN from the IRS by phone by calling 800-829-4933 between 7 a.m. and 10 p.m. local time, Monday through Friday. Immediately report the number to your Senior State Treasurer and C.A.R. National Headquarters. C.A.R. National Headquarters must then send notification to the IRS to include the local society under the National Society's group exemption.

Any local society whose gross receipts are less than \$25,000 per year must file form 990-N, also known as the e-Postcard. The due date of the e-Postcard is the 15th day of the 5th month after the close of the fiscal year (if the tax year ends on February 28, the e-Postcard is due on July 15). The e-Postcard cannot be filed until after the end of the fiscal year and cannot be filed until the IRS has included the local society under the National Society's group exemption.

The form can only be filed electronically using the following Web site: <http://epostcard.form990.org/>. No financial information is needed to complete the filing. Once filing is complete, you will receive an e-receipt which should be kept for your records. A copy should be sent to C.A.R. National Headquarters.

Senior Society Presidents or their respective Senior Society Vice Presidents as alternates with fees paid for the current calendar year have the privilege of voting for Senior National Officers and Senior National Honorary Vice Presidents at the Annual Meeting of the Senior National Board of Management held each April.

It is important to remember that this is a **children's organization** and that seniors are there to help, not to conduct the meeting for them. As Senior Society President, it may be necessary to remind overly eager seniors that this is a learning time for the members.

Each Senior Society President refers to the *National Program Packet* available beginning in June of each year on the N.S.C.A.R. Web site and from C.A.R. National Headquarters. An outstanding society will utilize this packet and the National Merit Award to plan activities for the year. Additionally, some states have their own packet and contests.

The *National Program Packet* includes:

- National Roster of members and seniors in official capacity
- National Program of contests and suggested activities
- National Theme information
- National Project information
- National Merit Award form
- State President's Award form

The Society President and the Senior Society President use the *National Program Packet* as a guide and work together to set up meetings for the year. They work together throughout the year carrying out this program.

Supplies

The C.A.R. Handbook, *Bylaws* and current National Program Packet are available as downloads on the N.S.C.A.R. web site. To order blank application paper for the computer, the C.A.R. membership brochure and/or a subscription or a single issue of the *Children of the American Revolution Magazine*, use the mail order form found on the national website. A Senior Society Presidents handbook is available on the website to assist in the duties of the Senior Society President.

Questions? Contact C.A.R. National Headquarters.
Telephone: 202-638-3153 — Fax: 202-737-3162
Web site: www.nscar.org — E-mail: hq@nscar.org

Senior Fees

Senior Organizing or Reorganizing President	\$10
Senior Society President	\$10
Senior State President	\$20
Senior National Officer	\$20
Senior National Chairman	\$20
Honorary Senior National Officer	\$20
National Promoter	\$25
Life Promoter	\$100

Reports and Deadlines

Reports are necessary and serve as a way to demonstrate how successful the society has been in the current year. These reports are important because they allow the state society and the National Society to know how the programs are working at the local level. Seniors may be appointed to assist, but it is the duty of the Senior Society President to see that reports are filed on time and with accuracy.

National Society Dues and Magazine Subscriptions

National dues and *Children of the American Revolution Magazine* subscriptions are sent to C.A.R. National Headquarters. Each year, a Treasurer's Report is generated by C.A.R. National Headquarters. It is necessary for each Senior Society President to review this report and return it to C.A.R. National Headquarters with any changes and a check or credit card information for National Society dues postmarked on or before January 1. Only the Senior National Treasurer may drop members for nonpayment of dues.

National Society Donations

Donations from local societies for national funds and the National President's Program and National President's Project are to be submitted with the Local Society Donation Form. The form and check or credit card information are sent to C.A.R. National Headquarters and must be postmarked on or before the date indicated on the form.

State Society Dues

State society dues are sent to the Senior State Treasurer. The Senior State Treasurer keeps records of current members of the state society and receives state society dues for members of local societies.

Local Society Dues

Each Senior Society President is required to keep accurate dues records of the society members. It is helpful to keep a card file or computer record of each member. The information should include the member's full name, national number, address, ancestor, birth date, and the year the member will age out. It is helpful to include information on when a girl will be eligible to be a DAR. Boys under the age of eighteen can be junior members of SAR and S.R.; at age eighteen, junior members automatically become regular members. It is useful to have the name and address of the person responsible for paying a member's dues on the member's record. This may be a parent or grandparent, but it is necessary to have the information so the member may be tracked.

Local Society Annual Report

The Senior Society President must assist the Society President in preparing the society's annual report to be given at the state conference. The Local Society Annual Report is sent to the Senior State President. The Local Society Annual Report form is sent to each Senior Society President in the Treasurer's Report mailing. This is a very important report and must be completed and forwarded to reach the Senior State President by April 1 of each year. The Senior State President uses the information from this report for the State Society Annual Report. The Local Society Annual Report is, in turn, sent to C.A.R. National Headquarters where it is preserved as a permanent record of the society.

Local Society Credentials

The Senior Society President must complete and file, in a timely manner, the National Convention Credentials Form and the State Credentials Form in time to be received by the deadline, regardless of whether or not any members plan to attend the National Convention or state conference.

Senior Society President's Responsibilities

Each Senior Society President has the privilege and responsibility to train the members of the local society from their earliest years until they reach age twenty-two. The Senior Society Vice President and other Senior Society Officers should relieve the Senior Society President from as many duties as possible.

Beginning each June, the *National Program Packet* is available on the N.S.C.A.R. Web site and from C.A.R. National Headquarters. The National Merit Award requirements contained in the *National Program Packet* should be studied carefully. In planning current meetings, the National Merit Award requirements should be used as guidelines. A meeting with the officers and members should be held for the purpose of planning the programs for the year.

Each society should strive to be a National Merit Award Gold winner. Appropriate goals and dates should be set to insure that the society meets all requirements. Some societies maintain workbooks with pertinent information included.

The Society President, under the supervision of the Senior Society President, should prepare the agenda for each meeting. The Society President presides; the Senior Society President advises. Other officers of the society should be trained to perform the duties of their offices with the assistance of the respective Senior Society Officer.

A large society can be divided into age groups with a Senior Society Vice President in charge of each group. Separate meetings, with programs planned for each age level, are highly successful in providing training for all members and providing opportunities for leadership training.

Members should be encouraged to subscribe and contribute articles to the *Children of the American Revolution Magazine*. Photos and articles about interesting activities of the society should be sent to the Editor of the *Children of the American Revolution Magazine*. These should also be publicized in local newspapers.

The Senior Society President is responsible to the state society and the National Society for dues, reports, and national contributions. Dues must be sent timely to meet the deadlines. Each local society is responsible for sending the dues notices to its members. C.A.R. National Headquarters does not provide dues notice forms for local societies. The Senior Society President's fee of \$10 is to be sent with the dues. A subscription to the *Children of the American Revolution Magazine* is included with this fee. Senior Society Presidents are required to:

1. Put sufficient postage on all mail.
2. Be certain that check or money order amount is correct or credit card information is complete.
3. State the name of society, state, and full address when writing to C.A.R. National Headquarters.
4. Send annual national dues, postmarked on or before January 1, to:

C.A.R. National Headquarters
1776 D Street NW, Room 224
Washington, DC 20006-5303

Members must pay dues for the calendar year in which their twenty-second birthday occurs. A member may choose to pay dues in advance through age twenty-two to become a Life Member on the national level. Some state societies offer life memberships. Members continue to pay local dues and magazine subscriptions. Members are encouraged to hold dual membership in C.A.R. and DAR or SAR and/or S.R. A member should apply for dual membership in the parent organization.

The *National Program Packet* details requirements for donations. The Senior State Treasurer should be notified of all donations for state credit. State dues are sent to the Senior State Treasurer. Society donations for national funds and the National President's Program must be received at C.A.R. National Headquarters, postmarked on or before the last day of February, for credit on the National Merit Award.

Sponsoring Organizations' Responsibilities

By precedent, the DAR, SAR, and S.R. are extended the privilege of sponsoring C.A.R. local societies. In accepting the responsibility of a local society, the sponsoring organization agrees to:

1. Provide enthusiastic senior leadership.
2. Recommend individuals to the Senior State President, giving full name and address for state-level appointments.
3. Poll sponsoring organization's membership and friends of members to develop a resource pool for the local society.
4. Help prepare applications.
5. Provide financial support whenever possible.
6. Invite the C.A.R. local society to sponsoring organization's meetings in which C.A.R. would be interested such as Good Citizens and George Washington's Birthday Celebration.
7. Invite C.A.R. to present at least one program each year at a joint meeting.
8. Interest C.A.R. members in becoming DAR, SAR, or S.R. members.
9. Become familiar with the national *C.A.R. Handbook* and *Bylaws*, *Children of the American Revolution Magazine*, and national programs.

It is further suggested that the sponsoring organization may wish to provide flags, a gavel, record book, and insignia for the Society President and Senior Society President to be passed to each successor and to remain the property of the local society. At all times, members of the sponsoring organization are to serve as exemplary role models.

Local Society Meetings

Many activities bid for the time, talents, and interests of young people. Members get leadership training which is important and invaluable. Children will insist on attending meetings if the society has fun activities. Societies that successfully plan appropriate activities for the ages of the members will continue to expand its membership. Children become enthusiastic about C.A.R. They will want to share their fun with others and encourage friends to become members. Planning community outreach activities can lead to dramatic positive results while providing for excellent visibility in the community.

Programs should involve the members as much as possible. Even the youngest member can learn about the roles his ancestors played in the American Revolution. Members will develop an interest in the life and times of the 1700s. American history will come alive. The Senior Society President should determine the interests and talents of members and their families and develop an information pool which can be used for meetings, social events, parades, etc. Many people are hesitant to volunteer, but they will be delighted to assist when asked. Someone should always be in charge of taking pictures for the history book, newsletters, etc. These become the archives of the local society.

Perhaps a nonresident member could attend meetings of another society if there is one nearby. Many societies welcome visiting members to meetings and encourage them to attend and participate. Car pools are useful to get members to society activities.

There is a wealth of information available. Book stores, museum shops, and craft stores are great resources. Wonderful books with games and activities appropriate to many age levels are readily available. Some museum shops sell games and activities appropriate to the area they serve. Senior leaders should always look for ideas and how they can be applied to the local society.

Great business meetings and programs must be planned! The national *Bylaws* require four business meetings per year; however, in order to qualify for National Merit Award, six business meetings must be held. Outstanding societies seldom meet as few as six times a year. Frequent meetings for regular business and special occasions are essential to keep sustained interest alive in the members. It is suggested that regular meeting times be planned for each society. This gives members and parents a time and date to plan ahead, and gradually meetings will become regular activities.

In these very busy times it is easier to attract members with a published schedule of events early in the year. Meetings should be arranged for the convenience of the membership. Some societies meet on a certain day of each month. Meetings usually last no more than two hours.

Fun and informative meetings are encouraged. The *National Program Packet* is a useful and necessary guideline for programs. National programs can be adapted to a particular geographic location and age group. Each society should plan business meetings and programs appropriate for the age level of that society. Plan to have many children involved in both the business meeting and the program. C.A.R. members age ten and under are known as Peewee Patriots. Even Peewee Patriots can learn to start The Pledge of Allegiance to the Flag of the United States of America or The American's Creed using the first two words. A very young child can hold a small flag during the opening ritual. Children love to participate and will respond with enthusiasm when asked. Children should be rewarded if they memorize The C.A.R. Creed. Young people are attracted to this because it is their very own creed and important to them.

It is helpful to use a prepared agenda that may be filled in by the Society President and Society Recording Secretary to make it easier to prepare minutes of the meeting. The Senior Society President meets with the Society President prior to the meeting to go over the agenda. A sample agenda is included in this chapter. The Society President can fill in the names of meeting participants, and the Society Recording Secretary will have the proper spelling as minutes are prepared. The Society President learns how to prepare for the meeting and is encouraged by the positive response of the members.

Members can learn to prepare and present reports without prompting from seniors. The Senior Society President will be close at hand to assist if necessary. Meetings can be held in the homes of members and at churches, schools, libraries, parks, skating rinks, restaurants with meeting rooms, and other special locations in the community. Light refreshments usually are served after the meeting and programs have ended. During the time when the refreshments are served, members and seniors socialize informally.

A society may adopt bylaws provided they do not conflict with national *Bylaws*, rules, or regulations. Young people are fascinated by parliamentary procedure and are eager to learn how to conduct meetings, make motions, and follow an agenda. Many youth organizations do not have regularly planned procedural meetings as part of their programs. In this way, C.A.R. can be a unique experience.

Suggested Agenda

for local society meetings

If the society owns large flags, they should be carried in just as the meeting is to begin, posted at the appropriate time, and retired at the end of meeting. Everyone stands and places right hand over heart as the flag of the United States of America passes.

Society President taps gavel and says,

"The meeting of the (name) Society will come to order. Please stand for the Invocation and remain standing until the colors¹² are posted. Will the Chaplain please give the Invocation?"

Society Chaplain gives Invocation.

Society President says,

"The Pledge of Allegiance to the Flag of the United States of America will be led by ____."

"The Star-Spangled Banner' will be led by ____."

"The American's Creed will be led by ____."

¹² "Colors" refers to the flags.

"The C.A.R. Creed will be led by ____."

"The Object of C.A.R. will be read by ____."

"The Mission Statement will be read by ____."

Society President says,

"Please post the colors" (if carried in).

"You may be seated."

"The Recording Secretary will please read the minutes of the last meeting."

Society Recording Secretary (stands) and reads the minutes.

Society President says,

"Are there any corrections or additions to the minutes?"

If there are no corrections or additions, the Society President says,

"The minutes are approved as read."

If there are corrections or additions, the Society President says,

"The minutes are approved as corrected." Do not vote to approve the minutes.

Society President says,

"At this time we will have the reports of officers." Society President gives report first followed by other officers in protocol order.

Society President says,

"May we have the report of the Society Vice President?" Society Vice President reports.

Society President says,

"Thank you for a good report."

Society President says,

"May we have the report of the Society ____ (officer/chairman)?" Other officers followed by chairmen report. This should be continued through the list of officers and chairmen. A vote is not taken to accept any of the reports.

Society President "should *not* ask, 'Is there any unfinished business?' but should state the question on the first item of business that is due to come up under this heading; and when it has been disposed of, he should proceed through the remaining subjects in their proper order."¹³

Society President says,

"Is there any new business?" All new business must be voted upon before it can become an official act of the society.

Society President or Program Chairman introduces the program.

It is interesting to have a speaker, but it is more beneficial for the members to present programs. These programs should be on subjects listed in the National Merit Award requirements. Programs should be short and to the point.

Society President gives announcements, member kudos, school activities, next meeting, etc.

Society President says,

"We will sing 'The C.A.R. Song.' Everyone please stand."

Society President says,

"Will the Chaplain please lead the benediction?"

Society Chaplain leads Mispah Benediction or appropriate benediction.

"May the Lord watch between me and thee, while we are absent one from another."

Society President says,

"Please retire the colors."

Society President says,

"I declare the meeting adjourned."

¹³ RONR (11th ed.), p. 359

Society Recording Secretary Guidelines

The following suggested form is intended to aid Recording Secretaries in keeping better records of local society proceedings:

1. The kind of meeting (regular, special, or annual) should be recorded.
2. The name of the local society, Children of the American Revolution should be given.
3. The date, time, and place of meeting should be given.
4. The number of officers, chairmen, members, and guests present should be listed, using the first and last names of each. These can be taken from registration sign-in sheets.
5. Approval of the minutes of the previous meeting (dispensed with, approved as read, or approved as corrected) should be recorded.
6. Officer and chairmen reports should be listed.
7. Nominating Committee report, if applicable, should be recorded.
8. Election or appointment of officers, if applicable, should be recorded.
9. Motions made and not withdrawn, the person who made the motion, and the outcome of the vote should be recorded. (For example, John Doe moved that the society send gifts to Bacone College. After being seconded and discussed, the motion was adopted.) The person who seconded the motion need not be mentioned. Including in the record those motions which lost provides a fuller record and often supplies valuable information.
10. The nature of any business, program, topic, and name of the speaker should be recorded.
11. Time of adjournment should be recorded.
12. The name and title of the Recording Secretary should be given. The words *Respectfully submitted* are no longer used. Although occasionally used, it represents an older practice that is not essential in signing the minutes.¹⁴ The minutes should be typed or prepared on a computer if possible. If not, they should be written plainly with ink.

The Recording Secretary is the custodian of the minutes. The margins on the left should be wide enough (1½-inches) to be put in a binder minute book.

Parliamentary Helps

The current edition of *Robert's Rules of Order Newly Revised* should be consulted as questions arise.

Presiding Officer Duties

1. Call the meeting to order at the time designated.
2. Stand when speaking and be seated while a member is reporting, debating, or presenting a program.
3. Establish and maintain order and see that the assembly abides by its rules.
4. Avoid showing favoritism.
5. Refer to self as "the chair."
6. State that the minutes are approved as read or approved as corrected. A vote is not taken to approve the minutes.
7. Thank an officer or chairman at the conclusion of a report. Accept reports without a vote.
8. File all reports with the Recording Secretary.
9. Refrain from participating in debate unless it is absolutely necessary. Should speaking become necessary, the president must relinquish the chair. In such case, the next ranking person present, who has not spoken on the question, should be asked to take the chair. The president must then remain "out of the chair" until that particular motion is concluded.

Members at a Meeting

10. Members should stand when making a report, speaking to a motion, or taking part in a program.
11. Members should stand until recognized by the presiding officer if wishing to speak.
12. Address the presiding officer even though higher-ranking officials are present.
13. Address the presiding officer properly, "Mr. President," if a boy is presiding, or "Madam President," if a girl is presiding.
14. State, "Mr. President, I have no report," if called upon to report, and there is nothing to report.
15. Sign reports with name and title of office or chairmanship. The words *Respectfully submitted* are unnecessary and no longer customary for reports and minutes.
16. Speak of self only as "this chairman" or "this officer." This is known as "third person."

¹⁴ RONR (11th ed.), p. 471

Motions

A member making a motion says, "I move that (we give to _____ project)." Another member says, "I second the motion."

If a member of a committee with more than one member makes a motion from the committee, the motion does not require a second.

If the assembly begins to discuss a motion without a second, no second is required since it is obvious that the assembly wishes to consider it.

The Society President, after restating the motion, says, "As many as are in favor of the motion to _____ say, 'aye.'" (pause) "Those opposed say, 'nay.'" If favorably voted, say, "The ayes have it, and the motion is adopted." If voters reject the motion, say, "The motion is lost."

The current edition of *Robert's Rules of Order Newly Revised* is a good investment for every society.

New Member Welcome

Prospective members are invited to attend meetings. New members are honored at society meetings following their acceptance by the National Society. The Society Registrar reads the name, national number, and name of American Revolutionary ancestor.

The Society President then invites the new member(s) to come to the front of the room and says, "You have been accepted as (a member or members) of The National Society of the Children of the American Revolution, an organization whose motto is 'For God and My Country' and whose objects are to train the members to appreciate our American heritage. We are happy to welcome you to membership in The National Society of the Children of the American Revolution and the _____ Society."

The Society Chaplain should then offer a short prayer. A reception in honor of the new member(s) can be made a part of the social event.

Program Philosophy

The programs in the *National Program Packet* contain the objects to be accomplished, but it is up to the local society to adapt the suggestions for the area. It should not be assumed that American history is taught in every school in the country. Some school districts only teach American history in certain grades and then not in detail. Young people have a special interest in the history of the country especially the American Revolution. C.A.R. can fill this need by developing programs that encourage interest in the life and times of colonial ancestors. It is up to the Senior Society President to make C.A.R. a success for members of the society.

Societies are urged to maintain the high standards set by the National Society and state society. Members should exhibit dedication and enthusiasm. Today's children will go deeper into the oceans, farther in space, and explore areas yet unknown. Senior leaders are challenged to help members develop patriotic, responsible leadership skills as young people, so that they, in turn, will go into the future generations with the knowledge and confidence envisioned by the Founding Fathers and Mothers of the United States of America.

Planning Programs

One of the requirements for National Merit Award is to have at least six local society meetings during the year following the C.A.R. ritual which includes The Pledge of Allegiance to the Flag of the United States of America, "The Star-Spangled Banner", The American's Creed, and The C.A.R. Creed.

Senior Society Presidents are urged to plan in advance the C.A.R. year (March 1 through last day of February) including programs and meeting dates. The members research and plan the programs. Some societies arrange for outside speakers for programs that will interest the members. Others ask participating families to plan, arrange, and prepare one program a year following one of the national program guidelines and objectives from the *National Program Packet*.

National Merit Award

The National Merit Award should be read very carefully as the requirements change each year. Each meeting should include a program on one or more of the national programs. The program usually follows the business portion of the meeting.

In order to be eligible for National Merit Award consideration, the year's program must follow the national guidelines and objectives. The state packet should parallel the national programs. This will assist local societies in meeting both state and national objectives. Note the postmark deadline on the National Contest Entry form for program contests. Entries postmarked after that date will not be considered for an award regardless of how good the program may have been. National Officers and Chairmen do not open entries with a postmark after the specified postmark date.

Entries must be sent to the respective National and Senior National Officers and Chairmen. The National Contest Entry form is to be used when sending entries to the National and Senior National Officers and Chairmen. The only exception is the National Merit Award. This is the only contest entry requiring one entry. It is sent to the Senior National Chairman, National Merit Award.

State requirements are to be checked for reporting to the State and Senior State Officers and Chairmen as the deadline dates for national and state contests may be different.

Society Representation at State and National Events

Local societies are very important in the N.S.C.A.R. organizational structure. Each C.A.R. member needs the opportunity to participate on the local, state, and national levels to accomplish the objectives of C.A.R. Each Senior Society President has a vital responsibility at this most important level of leadership to assure that this occurs.

National Convention Delegates

Local societies, with a membership of ten or fewer, are entitled to representation at National Convention by the Society President or the respective Society First Vice President or an accredited alternate from the same society and one delegate or alternate. A majority of members' dues must have been paid to the National Society for the current calendar year no later than February 1. Local societies with a membership of eleven to fifteen members, both numbers inclusive, are entitled to the representation of those officers set forth above and are entitled to two additional delegates or alternates. Thereafter, each increase in membership by multiples of five shall, in addition to the officers named above, entitle said society to an increase in representation by one additional delegate or alternate.

Before National Convention, each local society receives a National Convention Credentials Form with directions from C.A.R. National Headquarters. These forms are to be completed and mailed in time to be received at C.A.R. National Headquarters by the deadline indicated on the form. If the Society President does not attend, the Society Vice President or an accredited alternate from the same society represents the society; therefore, the Society Vice President should not be the only delegate listed. Additional delegates and alternates should be listed even if there is a remote possibility of their attending. Often members decide to attend at the last minute and, without credentials on file, they are ineligible to vote.

Members of an organizing or reorganizing society may attend the National Convention, but shall not be eligible to be delegates or alternates or to hold a national or state office prior to confirmation of the society represented.

Senior Society Presidents must adhere to all deadlines so that local society members have dues paid and are able to participate in events. Senior leaders should meet critical deadlines so members are not penalized. One way to make sure that a member always has dues paid is to pay Life Member dues. However, even accredited delegates who are Life Members can be prevented from voting if the seniors fail to meet proper deadlines.

State Conference Delegates

Senior State Presidents have information about state credentials for the state conference. These must be mailed by the state deadline for the member to vote.

Disbandment of a Local Society

The senior in charge of the society writes to notify the Senior State President that the local society must disband. Copies of this notification are then sent to the Senior National President and the Senior National Organizing Secretary.

The members with dues paid are transferred to another society or to member-at-large status or resigned. There can be no members on rolls, active or inactive, if a society is to disband. Disbandment is only affected by vote of the Senior National Board of Management.

All funds remaining in the treasury are forwarded to the state society. If there is no state society, the funds are forwarded to C.A.R. National Headquarters. The local society may designate to what use the funds are to be applied provided the Senior National Board of Management approves such use.

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State Societies

Structure

State societies are invaluable to local societies and to N.S.C.A.R. They are the connecting link between the local and national societies, and they facilitate the fulfillment of the objectives and programs of the society. State societies create interest and enthusiasm which are passed on to the local societies. Cooperation between local societies continues the flow of interest in national programs and provides the incentive to carry plans through to completion.

State societies exist in most states. A state having two or more local societies may form a state society. A state society may adopt state bylaws or standing rules which, before adoption, must be approved by the Parliamentarian for the National Society. State bylaws may not conflict with national *Bylaws*. State bylaws provide for State Officers and Senior State Officers corresponding to the National and Senior National Officers and may be adapted, particularly in number, to meet needs of the state society. The state bylaws should provide for the election or appointment of officers. The duties of each state officer should be specified, and rules governing elections or appointments should be stated. Voting experience is valuable for members. If state bylaws provide for the election of state officers, only C.A.R. members vote for member candidates in accordance with the state bylaws.

The Senior State President is never elected but is appointed by the Senior National President. The outgoing Senior State President, the State Regent of DAR, and State Presidents of SAR and S.R. may be consulted for recommendations. After appointment, the Senior National Board of Management considers and confirms the appointment.

State bylaws provide for state dues and fees, required meetings, responsibilities of the State Board and Senior State Board, and business to be conducted at the state conference. All deadlines for receiving state dues and reports should conform with those of the National Society. A state society has authority to elect officers and make decisions, provided that these decisions are within the scope of the national programs and the bylaws of the state society and the national *Bylaws*.

State Officers and Senior State Officers

The number of Senior State Officers should correspond to the member State Officers. The State and Senior State Officers work together to promote programs in the state society. The State and Senior State Officers should become familiar with the duties of office by studying the national *Bylaws*, state bylaws, and the duties of National and Senior National Officers outlined in the *C.A.R. Handbook* and *Bylaws*.

Both State Officers and Senior State Officers should study the contents of the *National Program Packet* for specific information concerning the plans for the coming C.A.R. year. Dates for National Society events are published in the *National Program Packet*. State societies are encouraged to plan state events that do not conflict with national dates.

State President

Each state society has a State President. The State President is elected or appointed as provided by the state bylaws. The term of office is one year beginning at installation or until their successor is elected/appointed. The term of office shall begin at the close of the National Convention following election/appointment and duties shall commence after the installation ceremony. A State President who has held the office is ineligible for reelection. The State Officers are members with dues paid by January 1 of the local, state, and national societies. The number of State Officers does not have to parallel the National Society officers.

If possible, the State President should be installed during the National Convention when the National and Senior National Officers and State and Senior State Presidents are installed. State Presidents who choose to be installed during the state conference cannot be installed again during the National Convention.

The State President is the leader of the State Board and has the responsibility and the privilege to present member requests and suggestions to the Senior State Board. The State President is invited to meetings of the Senior State Board without vote unless the state bylaws provide otherwise. The State President, under the supervision and approval of the Senior State President, has the following duties:

1. Appoint all State Chairmen.
2. Preside at State Board meetings and state conference.
3. Attend the regional meeting to which the state belongs and present the goals of the state society.
4. Plan and preside at workshops.
5. Visit local society, DAR, SAR, and S.R. meetings when invited and speak about C.A.R.
6. Visit and speak about C.A.R. when invited.
7. Write messages for the state newsletters.
8. Install local Society Officers when invited.
9. Write messages for local society newsletters when invited.
10. Attend all National Board meetings.
11. Represent the state society when invited.
12. Complying with the State President's Award guidelines, plan the emphasis for the year and objectives toward which to work. Submit plans to the Senior State President for approval.
13. Correspond with the State Board and State Chairmen.
14. Conduct meetings from a written word-for-word agenda. It is very easy to forget an important point or an important matter of business if the agenda is not word-for-word. Prepare the written word-for-word agenda for all sessions of the state conference. This should be a joint effort between the State President and the Senior State President. Prior to the deadline set by the Senior State President, the final form of this word-for-word agenda must be approved. Make copies of the agenda for (1) State President, (2) Senior State President, (3) State Recording Secretary, (4) Senior State Recording Secretary, (5) State Parliamentarian, (6) Conference General Chairman, and (7) any others requested by the Senior State President.
15. Attend National Convention.
16. Give an annual joint report at National Convention on the activities of the state for the term of office. It is the responsibility of the Senior State President to remind the State President when the preliminary report is due. Upon receipt of the State President's preliminary report, three weeks prior to National Convention, the Senior State President reviews the report and returns it, together with a copy of the Senior State President's report, not less than fifteen days before National Convention. This time period allows the State President the necessary time to incorporate both reports into one joint report for presentation at National Convention as required by the national *Bylaws*. The State First Vice President may give the report in the absence of the State President. An outgoing State President retains the privilege of presenting the State President's report at National Convention.
17. **Obey all rules of the National Society.**

Senior State President

Each state society has a Senior State President appointed by the Senior National President, subject to confirmation by the Senior National Board of Management. Before this appointment is presented, the Senior National President consults with the outgoing Senior State President and receives and considers recommendations of the DAR State Regent and State Presidents of SAR and S.R. These written recommendations, including qualifications for office, are to be sent to:

Senior National President
C.A.R. National Headquarters
1776 D Street NW, Room 224
Washington, DC 20006-5303

The Senior State President and Senior State First Vice President must be members of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution in the state which they serve. The Senior State President has general supervision of the state society and promotes the national programs as directed by the Senior National President and the Senior National Board of Management.

The Senior State President is installed at National Convention. The term of office for Senior State Presidents is two years, beginning at confirmation, with duties commencing after the installation ceremony,

except when the Senior National Board of Management confirmation occurs at a time other than the Annual Meeting. In such case, the Senior State President shall commence his/her duties immediately upon confirmation. A Senior State President is eligible for one consecutive reappointment by the Senior National President subject to confirmation by the Senior National Board of Management. The Senior State President may again be eligible for the same office one year after his/her term has expired. An interim appointment shall not be considered part of the regular appointive term.

Upon installation, the Senior State President becomes a member of the Senior National Board of Management and should attend the five meetings of that board held each year. Dates of these meetings are listed in the *National Program Packet*. Notification of each board meeting will be sent by written notice to each Senior State President at least three weeks in advance of the Senior National Board of Management meeting.

Each Senior State President prepares a written report to be presented at the Senior National Board of Management October meeting and the Annual Meeting in April. These reports should include activities in the pursuance of the duties of the office and the accomplishments of the state society during the reporting periods. The Senior State First Vice President may represent and give the report in the absence of the Senior State President. If neither the Senior State President nor the Senior State First Vice President is able to attend the meeting, the report is prepared and sent to C.A.R. National Headquarters to be received not less than ten days before the date of the meeting.

Reports shall be titled by office, dated as to the date reported, and typed in third person on standard size 8½ x 11-inch white bond paper. The reports are to have a 1½-inch left margin (no staples, punched holes, or stationery are acceptable), signed in ink, and produced in triplicate. Copies are for the Senior National President, the Senior National Recording Secretary, and for the person who succeeds to the office. The Senior State President has a time limit for the verbal report, however, a longer report may be written and filed.

The official voice of the state society is the Senior State President. Only the Senior State President, during that term of office, is authorized to communicate with the public and other organizations in the name of the state society. This officer has the responsibility and the authority to effect performance of duties of members and seniors in accordance with national and state bylaws. The Senior State President is responsible for keeping the state society informed of National Society and state society events including National Convention and regional meetings.

The Senior State President serves as the liaison with DAR, SAR, and S.R. chapters. Many State Regents of DAR invite Senior State Presidents who are DAR members to be State Chairmen of the DAR Children of the American Revolution Committee. This provides the opportunity for Senior State Presidents to inform DAR state societies of C.A.R. activities. At DAR, SAR, and S.R. state functions, C.A.R. state societies may be given special recognition. DAR, SAR, and S.R. organizations in many states invite the State President and the Senior State President to bring greetings and often include them in processions. In some states, C.A.R. participates with DAR, SAR, and S.R. in joint meetings, historical observances, and community celebrations.

The Senior State President attends State Board meetings without vote but is present to advise and guide the board members in correct procedure. The Senior State President presides at Senior State Board meetings, is responsible for and formally opens the state conference, and presents the State President who presides.

Senior State President Correspondence

1. All National Society correspondence is sent to C.A.R. National Headquarters, 1776 D Street NW, Room 224, Washington, DC 20006-5303 or hq@nscar.org.
2. One envelope may be used, but each inquiry is to be placed on a separate sheet of paper for easy distribution to the correct department.
3. It is the responsibility of the Senior State President to be certain that information is correct and contains the complete name and address with ZIP + 4® Code. Returned mail is a loss of time and expense.

Memorandum of Appointments

The Memorandum of Appointments located on the N.S.C.A.R. national web site is exclusively used by Senior State Presidents for the purpose of submitting appointment and reappointment recommendations to the Senior National Organizing Secretary for confirmation by the Senior National Board of Management. The Senior State President has sole authority to make appointments in that state.

Memorandum of Appointments data entry is located on the N.S.C.A.R. Web site, www.nscar.org, and from the Senior National Organizing Secretary. Recommendations on forms other than the Memorandum of Appointments will be returned. Complete name, address, ZIP + 4® Code, telephone number, fax number, and e-mail address must be included on the Memorandum of Appointments for each person. The Memorandum of Appointments is to be used only for recommending the appointment of:

Senior Society Presidents

- Term:** Two years from the date of confirmation by the Senior National Board of Management. No Senior Society President may serve more than six consecutive years and is not eligible for the same appointment until expiration of at least one year. It is the sole responsibility of the Senior State President to present the name for confirmation by the Senior National Board of Management. However, the Senior State President may, if necessary, consult with the past Senior Society President and/or DAR, SAR, and/or S.R. officials.
- Fee:** Senior Society President's fee is paid at the time member dues are paid.

Senior Organizing and Senior Reorganizing Presidents

- Term:** Each term is one year from the date that the appointment is confirmed by the Senior National Board of Management. A one-year renewal is allowed, if necessary, to complete organization or reorganization. When a new society holds an organizing meeting and files the Report of Organization of Society with the Senior National Organizing Secretary, the Senior State President appoints a Senior Society President. This person may or may not be the same person who served as Senior Organizing or Reorganizing President.
- Fee:** The Senior Organizing or Reorganizing President's fee is payable at the time of appointment.

A completed Memorandum of Appointments must be received no later than ten days prior to a scheduled meeting of the Senior National Board of Management in order to be considered at that meeting. There can be no exceptions to this deadline. Meetings of the Senior National Board of Management are held in May/June, October, November/December, January/February, and April.

The Senior National Board of Management considers each name on the Memorandum of Appointments. After action is taken, a copy is returned to the Senior State President with the "confirmed to" date(s) added. The returned copy is reviewed by the Senior State President and retained for future reference in the permanent file of the state society. Following confirmation, each appointed person receives a card of notification from the Senior National Assistant Organizing Secretary.

The Senior State President maintains a card file on appointments. Cards should be flagged to note when terms expire so that appointments can be made at the proper time to be confirmed by the Senior National Board of Management.

Disbandment of Societies

Disbandment generally becomes necessary because local senior leadership and interest are lacking. When a society is in such a condition, the Senior State President should exert intensive effort to help in any way possible. Often it is possible to locate a different person to be Senior Society President before disbandment procedures become necessary. A society can only be disbanded under the following circumstances:

- failure to maintain membership of six or more,
- failure to hold at least four meetings per year at which business is transacted, and
- desire of the local society.

Procedure for Disbandment

The Senior State President must personally, or by delegated authority placed in another Senior State Officer, ascertain the necessity and desirability of disbandment. The Senior State President determines if

there are sufficiently interested members to make a special effort to preserve the society and whether the members have been given an opportunity to vote on disbandment.

The Senior State President contacts parents as to their wishes on the continuation of the society and membership in N.S.C.A.R. for their children. The Senior State President determines if interested and capable leadership can be found among DAR, SAR, or S.R. members.

After the Senior State President has carried out the above steps and has been assured that disbandment is necessary, precautions should be taken to make certain that:

1. Members with dues paid for the current calendar year are offered the opportunity to transfer to another C.A.R. society, to become a member-at-large, or to be resigned.
2. The member is offered the opportunity to apply for membership in SAR or S.R. or if of proper age, in DAR. Each member's desire must be in writing, signed by the member, parent, or guardian. The Senior State President should countersign each letter, thereby recommending the action, and forward the letter promptly to the Senior National Treasurer, C.A.R. National Headquarters, 1776 D Street NW, Room 224, Washington, DC 20006-5303.
3. Members who have not paid current dues have the opportunity to pay dues for the current year.
4. Members whose current dues are not paid are notified that they are in arrears and in danger of being dropped for nonpayment of national dues by the Senior National Treasurer.
5. Life Member Transfer Procedure
The Senior State President sends a certified letter to the Life Member stating the local society is under the six (6) required members and the society will be disbanding. A form is included with the choice to transfer to another society or to member-at-large with a response date of sixty days from the date of the letter. An SASE is enclosed.

The Senior State President is able to transfer the Life Member to member-at-large in his state when the letter is returned as undeliverable or the certified receipt is returned and there is no response within ninety days.

When the mailing is returned as undeliverable or there is no response, the Senior State President forwards the undeliverable envelope or return receipt to C.A.R. National Headquarters to complete the transfer. A copy is kept for the state records.

When there is no state society, the Senior National President sends a certified letter to the Life Member following the same procedure.

6. There must be no members on rolls, active or inactive, if the society is to disband.
7. The current Senior Society President sends a written request for disbandment, setting forth the reasons for such request, to the Senior State President with copies to the Senior National President and the Senior National Organizing Secretary.
8. Funds and records of the disbanding society are turned over to the state society.
9. If there is no state society, the disbanding society may designate how the funds are to be used provided the Senior National Board of Management approves.

When all the above steps are completed, the Senior State President then notifies the Senior National Treasurer concerning the placement of members. The Senior State President may then list the requested disbandment on the Memorandum of Appointments and submit it to the Senior National Organizing Secretary for action by the Senior National Board of Management.

Duties of Other State Officers

State First Vice President. The State First Vice President presides in the absence or inability of the State President and performs such duties as may be required.

Senior State First Vice President. The Senior State First Vice President shall preside in the absence or inability of the Senior State President and perform such duties as may be required. The Senior State First Vice President shall be a member of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution in the state for which elected or appointed.

State Chaplain. The State Chaplain should become familiar with the duties of the State Chaplain and all information in the national *C.A.R. Handbook* and *Bylaws* relating to the office.

Senior State Chaplain. The Senior State Chaplain writes notes of condolence to families of deceased members and seniors, notifies Senior National Chaplain of deaths, performs other duties related to the office, and advises the State Chaplain in the duties of the office.

State Recording Secretary. The State Recording Secretary should become familiar with the duties of the State Recording Secretary and all information in the national *C.A.R. Handbook* and *Bylaws* relating to the office. Refer to Recording Secretary Guidelines.

Senior State Recording Secretary. The Senior State Recording Secretary records the minutes of all meetings of the Senior State Board and assists and advises the State Recording Secretary in the duties of the office.

State Treasurer. The State Treasurer offers services to the Senior State Treasurer. The State Treasurer should become familiar with the duties of the Senior State Treasurer and all information in the national *C.A.R. Handbook* and *Bylaws* relating to the office.

Senior State Treasurer. The Senior State Treasurer receives state dues of members; donations for state projects; DAR, SAR, and S.R. donations; and other funds for the state society. The Senior State Treasurer also has the responsibility to pay all authorized bills of the state society.

After consultation with the Senior State President, the Senior State Treasurer notifies each society in the state which form to use and the deadline. Include specific instructions that the local societies should make checks payable to the state society. The fiscal year is March 1 through the last day of February.

Tax Regulations

The National Society of the Children of the American Revolution is a not-for-profit 501(c)(3) institution under the Federal Internal Revenue Service Tax Code. Contributions to the National Society and state societies are deductible to the full extent of the law.

The National Society of the Children of the American Revolution was granted recognition from federal income tax under the predecessor to Section 501(c)(3) of the Internal Revenue Code (IRC) by a ruling letter dated October 31, 1944. In a group ruling letter dated January 20, 1973, the IRC recognizes state societies as subordinates, exempt from federal income tax under Section 501(c)(3) of the IRC.

All state societies must use the Federal Employer Identification Number (FIN or EIN) assigned under The National Society of the Children of the American Revolution group exemption ruling and must not use any other FIN/EIN. If the number is not known, the Senior State Treasurer must contact C.A.R. National Headquarters.

State societies' Federal Employer Identification Numbers (FIN or EIN): When using FIN/EIN for IRS reporting, state society name should be listed as: The National Society of the Children of the American Revolution (state name, e.g., Alabama). Bank accounts should be listed this way, not (state) Society Children of the American Revolution.

Any state society meeting Form 990 filing requirement (\$25,000 annual income) is responsible to file a separate return under the group exemption number provided to the state by C.A.R. National Headquarters.

Any state society whose gross receipts are less than \$25,000 per year must file form 990-N, also known as the e-Postcard. The Pension Protection Act of 2006 added this filing requirement to ensure that the Internal Revenue Service and potential donors have current information about the organization.

The due date of the e-Postcard is the 15th day of the 5th month after the close of the fiscal year (if the tax year ends on February 28, the e-Postcard is due on July 15). The e-Postcard cannot be filed until after the end of the fiscal year.

The form can only be filed electronically using the following Web site: <http://epostcard.form990.org/>. No financial information is needed to complete the filing. Once filing is complete, an e-receipt will be sent which should be kept in the permanent records. A copy should be sent to C.A.R. National Headquarters.

State Chairmen and Senior State Chairmen

The State President, with the approval of the Senior State President, appoints State Chairmen. The Senior State President appoints Senior State Chairmen. They work together to promote the programs planned by the National Chairmen and the Senior National Chairmen. They should be familiar with the purposes of the national committees as set forth in the national *C.A.R. Handbook* and *Bylaws*. Information presented in the *National Program Packet* should be studied and given to the local Society Chairmen. The State Chairman and Senior State Chairman of each committee formulate a joint report of the goals and accomplishments of the committee. The State Chairmen report to the state conference.

State Packet

Each state society is encouraged to compile a state packet once the *National Program Packet* is available. The state packet should contain information pertinent to the programs, goals, and projects of the state for the year. State contests are to conform with national committee guidelines presented in the *National Program Packet* by the National Society. The state packet should contain the reporting form for the Senior Society Treasurer and a copy of the entry form for state contests. State societies are encouraged to set deadlines to conform to those of the National Society regarding the collection of dues and for the submission of reports.

State Conference

The Senior State President is responsible for the state conference. When making preparations for the state conference, the Senior State President is to give careful consideration to the requirements of that particular state society. The Senior State President must consult with the Society President and Senior Society President of the host society, the local society which offered or was appointed to be responsible for making local arrangements for the state society.

The Senior State President should coordinate plans for the state conference with all state conference chairmen and representatives of the host society. The State President should appoint C.A.R. member chairmen when appropriate. The member chairmen share the work of the committees. Member and senior chairmen for the following committees are usually needed: General Chairman, Invitations, Hospitality, Credentials, Tellers, Pages and Aides, Ushers, Color Bearers, Reservations, Meals, Publicity, Exhibits, Printing, Platform, Processions, Chaperons, and Resolutions.

Choose the place and date at least six months in advance of the conference. Notification of said date must be sent to C.A.R. National Headquarters. The date selected is to comply with the state bylaws.

The State President and Senior State President determine the form and style of the invitation. It should contain a time schedule of events, details concerning meals, prices, hotel reservations, RSVP information, and appropriate dress. It is suggested that the Senior State President appoint a committee to help with mailing of invitations. The invitations should be sent to all National and Senior National Officers and Chairmen listed on the National Roster; National and Life Promoters within the state; nearby State and Senior State Presidents; DAR State Regent and SAR and S.R. State Presidents; and loyal supporters of the state society. Some state societies use newsletters in lieu of formal invitations to all except the National and Senior National Officers and Chairmen. Include a form to be completed and returned to recruit state conference pages, aides, color bearers, etc.

In planning the agenda, the State President and Senior State President should pay close attention to parallel the election procedure used for the National Convention. This will give experience to new voters planning to represent the local society at National Convention. See suggested format for Courtesy Resolutions in Chapter 4, National Convention. Procession information and seating are detailed in Chapter 19, Protocol. When all plans are finalized and checked against the agenda, the program is ready to be reproduced or printed. It is wise not to go to print too early as something invariably changes at the last minute.

Suggested Program

for a one-day state conference

*Indicates attendees should stand

All flags remain at attention until posted.

Registration is from 8:00 a.m. until 11:00 a.m.

Credentials Chairman - State Registrar
Senior Credentials Chairman - Senior State Registrar

*Procession	
*Call to Order	Senior State President
*Presiding Officer	State President
*Invocation	State Chaplain
*The Pledge of Allegiance to the Flag of the United States of America	Name
*"The Star-Spangled Banner"	Name
*The American's Creed	Name
*The C.A.R. Creed	Name
*The Object of C.A.R.	Name
*Mission Statement	Name
*Posting of Colors	
Welcome	President of Host Society
Response	President of a Society other than Host Society
Introduction of Distinguished Guests	State President
Reading of Standing Rules and Adoption of Program ¹⁵	Chairman of Standing Rules
Minutes of (previous) ¹⁶ State Conference	State Recording Secretary
Report of Senior State President	Senior State President
Report of State President	State President
Reports of State Officers	State Officers
Reports of State Chairmen	State Chairmen
Reports of Local Societies	Society Presidents
First Report of Credentials	State Registrar
Report of Nominating Committee	State Chairman
"The C.A.R. Song"	Assembly
Final Report of Credentials	State Registrar
Oath to Tellers	State Chaplain
Announcements	State President or Official Reader
Recess	

Luncheon - 12:00 noon¹⁷

Voting - 1:00 p.m.¹⁸

Afternoon Session - 1:30 p.m.

*Call to Order	State President
*"America"	Assembly
Local Society Reports (cont'd)	Society Presidents
Report of Tellers	Chairman
Motion to Destroy Ballots	
Unfinished Business ¹⁹	State President
New Business	State President
Reading of Resolutions	Resolutions Chairman
Announcements	State President or Official Reader
*Benediction	State Chaplain
*Retiring of the Colors	

¹⁵ Program includes Standing Rules. Adoption of program includes adoption of Standing Rules.

¹⁶ Either the year or the number of the previous state conference should be inserted.

¹⁷ Usually dedicate state project here.

¹⁸ Voting is in a separate room, members vote for member officers.

¹⁹ RONR (11th ed.), p. 359, It should not be asked, "Is there any unfinished business?" A good presiding officer will know if there is unfinished business and will take it up at this time. If there is unfinished business, a motion may be needed to dispose of the matter. Refer to Motions.

*Adjournment/Recess	State President
Historic Tour or Program	
Banquet and Dance - 6:30 p.m. to 12:00 midnight	
*Processional	
*Call to Order	State President
*Posting of Colors	
*Grace	State Chaplain
[Dinner]	
Introduction of Distinguished Guests	State President
Greetings	Governor, Mayor, or other local official
	National President or designee
	Senior National President or designee
	DAR State Regent or designee
	SAR State President or designee
	S.R. State President or designee
Presentation of Awards	State Chairman
Introduction of Incoming State President	State President
Introduction of Incoming State Board	Incoming State President
Installation of State Board	National Officer or guest
Introduction of Incoming Senior State President ²⁰	Senior State President
Introduction of Incoming Senior State Board ²¹	Incoming Senior State President
Installation of Senior State Board ²²	Senior National Officer or guest
Recognition of Incoming State President	State President
Request for Motion to make State President Honorary State President	Incoming State President
	{Members vote}
Congratulations to the newly elected Honorary State President	State (First) Vice President
Motion to Endorse Candidate(s) for National Office(s)	State (First) Vice President
	{Members vote}
*Benediction	Outgoing State Chaplain
*Retiring of Colors	Color Bearers
*Adjournment	State President

Formal Call to Order

The Senior State President formally calls the state conference to order using the following wording:

"By virtue of the authority vested in me as Senior State President of the _____ State Society of the Children of the American Revolution, I call to order the _____ Annual State Conference. It is my pleasure to present _____, the State President, who will preside."

Suggested Standing Rules

1. All sessions of the conference shall begin promptly at the place and hour specified.
2. The adoption of the program, with necessary changes, shall become the order of business for the conference.
3. Everyone attending the conference must register. Registration fee is \$_____.
4. Reports of State Officers, State Chairmen, and Society Presidents shall be titled by office, dated as to the date reported, and typed in third person on standard size 8½ x 11-inch white bond paper. The reports are to have a 1½-inch left margin (no staples, punched holes, or stationery acceptable), and are to be signed in ink by the State Officer and the Senior State Officer, State Chairman and the Senior State Chairman, or Society President and Senior Society President and produced in triplicate. Copies are for the Senior State President, the Senior State Recording Secretary, and for the person who succeeds to the office. Only highlights of the reports are to be read at the conference and shall be limited to two minutes. Reports of officers and chairmen not present will be filed unread unless for specific reason a particular report is requested read. All reports, with the exception of the State and Senior State Presidents, will be given from the floor microphone. In the interest of time, speakers are requested to address the chair only. During reports of State Officers and State Chairmen, the corresponding Senior State

²⁰ If election year of senior officers.

²¹ If election year of senior officers.

²² If election year of senior officers.

Officer or Senior State Chairman shall stand. During the report of each Society President, the Senior Society President and society delegation shall stand.

5. Only C.A.R. members of the state society are entitled to the floor. Any state member desiring the floor shall rise and, when recognized by the chair, state clearly name and name of society. Members are to speak no more than twice on the same subject during a session or longer than _____ minutes at one time.
6. Talking shall not be permitted during sessions of the conference.
7. The Resolutions Committee presents all resolutions to the state conference. Except for Courtesy Resolutions, the Resolutions Committee must receive all resolutions not later than two weeks before the state conference. All resolutions originate only with C.A.R. members.
8. Election of State Officers shall take place on (date). Only C.A.R. members duly qualified as voters are entitled to vote. The voting members at the state conference are prescribed in the state bylaws, Article _____, Section _____.

State Recording Secretary Guidelines

The following suggested form is intended to aid State Recording Secretaries in keeping better records of state society proceedings. State Recording Secretaries should:

1. State the kind of meeting (regular, special, or annual).
2. State the name of the state society of the Children of the American Revolution.
3. Record the date, time, and place of meeting.
4. List the number of officers, chairmen, members, and guests present using the first and last name of each. (This can be taken from registration sign-in sheets.)
5. Record whether the minutes of the previous meeting were dispensed with, approved as read, or approved as corrected.
6. Record all motions made and not withdrawn, the person who made the motion, and the outcome of the vote. (For example, John Doe moved that the society send gifts to Bacone College. After being seconded and discussed, the motion was adopted.) The person who seconded the motion need not be mentioned. Note: Including in the record those motions which lost provides a fuller record and often supplies valuable information.
7. Record nature of the business; accept State Officers' and State Chairmen's reports and awards, reports of local societies, report of Nominating Committee, if applicable, report of election or appointment of officers.
8. Record topic and speaker's name if a program is given.
9. Record time of adjournment.
10. Sign the minutes with name and title. Do not use "Respectfully submitted."
11. Minutes should be typed. If not possible, write plainly with ink. The Recording Secretary is the custodian of the minutes. The margins on the left should be wide enough (1½-inches) to be put in a binder minute book.

Suggested Oath to the Tellers

(Each teller is to raise right ungloved hand.)

"As Tellers duly appointed to supervise the election of officers of the ____ Society of the Children of the American Revolution, do you faithfully promise to judge the balloting fairly and impartially and to report the results honestly and accurately in accordance with the rules of parliamentary law and the bylaws of the state society? Answer: We do."

State Project and Theme Guidelines

1. The proposed state project and theme must be in keeping with the object and programs of The National Society of the Children of the American Revolution.
2. The time element for completion of the project should be considered carefully. The project should be completed within the term of the State President.
3. The proposal should be reasonable in scope and cost and should not preclude participation in approved national projects.
4. The Senior State President approves the state project. Some states require approval of the Senior State Board.

11

Regions and Regional Meetings

States Within the Regions

New England

Connecticut, Maine, Massachusetts, New Hampshire,
Rhode Island, Vermont

Eastern

Delaware, District of Columbia, Maryland, New Jersey,
New York, Pennsylvania

Mid-Southern

Kentucky, Tennessee, Virginia, West Virginia

Southeastern

Alabama, Florida, Georgia, North Carolina, South Carolina

Great Lakes

Illinois, Indiana, Michigan, Ohio, Wisconsin

Great Plains

Iowa, Kansas, Minnesota, Missouri, Nebraska,
North Dakota, South Dakota

South Central

Arkansas, Louisiana, Mississippi, Oklahoma, Texas

Rocky Mountain

Arizona, Colorado, Montana, New Mexico, Utah,
Wyoming

Western

Alaska, California, Hawaii, Idaho, Nevada, Oregon,
Washington

**Statement of Policy
for the
Operation of Regions and Regional Meetings**

Revised April 20, 1961

Revised February 2, 1973

Amended June 3, 1974

Amended October 10, 1975

Amended October 17, 1988

Amended October 15, 1989

Revised February 9, 2014

Composition

The Senior National Advisory Board determines which states comprise each of the nine geographical regions per national *Bylaws*, Article XIV, Section 2.

Purpose

A region plays an important role in fulfilling the objectives of the National Society with a larger group of persons than is possible on local and state levels. A regional meeting promotes the national programs to the members and seniors in a region and assists local and state societies by the exchange of ideas and discussion of goals.

Article IX, Section 16 and Article X, Section 16 of the national *Bylaws* prescribe the duties of the National Vice President for the Region and the Senior National Vice President for the Region.

Meetings

Each region conducts a regional meeting in the summer. The location rotates among states in the region. The Senior National President sets dates of regional meetings to avoid date conflicts. The Senior National President approves all plans for regional meetings per national *Bylaws*, Article X, Section 2.g.

The basic program of study for the meeting is determined by the National President and Senior National President. The program may include exhibits for the exchange of ideas, group meetings for discussion of problems or plans, informal reports on future plans from State Presidents of the region, and tours which may relate to or enhance the national theme and/or programs.

Social functions that appeal to C.A.R. members should be included. It is the responsibility of the National Vice President for the Region and Senior National Vice President for the Region to plan special activities for the entire meeting. Consideration should be given to the various age groups, and special activities should involve all persons. Plans for fund-raising and contributions for National Society funds must be cleared with the Senior National President in advance of the regional meeting.

Notice of the regional meeting is the responsibility of the region and should be prepared and published no later than four weeks in advance of the meeting. The notice should be sent to the Senior National Corresponding Secretary and the Senior Webmaster to be made available electronically.

It is a courtesy for the region to arrange for transportation to and from the airport for the National President and Senior National President provided they fly into an airport near the regional hotel. The National President should be given the nicest hotel room available; the Senior National President should be given the next nicest hotel room available. They are guests of the region and should be given this courtesy.

Other attendees are responsible for their own room, meals, activities, and transportation arrangements. If possible it is gracious and helpful to arrange transportation for guests who are arriving by public transportation, if the guests notify the hosts in time for such arrangements to be made.

A regional meeting may suggest action which it considers desirable for the local and state societies to take, but it may not take any formal action.

Regional questions should be referred to the National Vice President for the Region and Senior National Vice President for the Region who may in turn refer and clear matters with the National President and Senior National President. The National Vice President for the Region and the Senior National Vice President for the Region prepare the standing rules to be reviewed by the National President and Senior National President.

Leadership

The National Vice President for the Region and the Senior National Vice President for the Region are responsible to plan the regional meetings in accordance with the desires of the National President and

Senior National President. The National President and Senior National President are to coordinate and promote the national programs.

At the time of National Convention in an election year, the incoming Senior National President invites the outgoing and incoming Senior National Vice Presidents for the Regions to a transitional meeting. This *Statement of Policy for the Operation of Regions and Regional Meetings* must be provided by the incoming Senior National President to each incoming Senior National Vice President for the Region who in turn must provide it to the respective National Vice President for the Region.

The incoming Senior National President prepares and provides the incoming Senior National Vice Presidents for the Regions various sample documents including an electronic agenda. It is the responsibility of the Senior National Vice President for the Region to provide the electronic agenda to the incoming National Vice President for the Region. The National Vice President for the Region needs the agenda to create a new agenda.

Arrangements for the regional meeting are planned by the Senior National Vice President for the Region with assistance from the National Vice President for the Region and State President and Senior State President of the host state. Early planning for the meeting is essential. Selection of hotel and tours should be made early in the fall. In an election year, the outgoing Senior National Vice President for the Region is responsible for early arrangements. These arrangements are to be submitted to the Senior National President for approval no later than May 1.

The National Vice President for the Region must confer and cooperate with the Senior National Vice President for the Region on objectives, activities and plans for the regional meeting.

The National Vice President for the Region appoints members to serve during the meeting to the regional offices of Chaplain, Recording Secretary, Treasurer, and Registrar with the approval of the Senior National Vice President for the Region. Preferably, the officers should be from different states in the region.

The Senior National Vice President for the Region appoints seniors to serve two-year terms for the regional offices of Senior Chaplain, Senior Recording Secretary, Senior Treasurer with approval of the Senior National President, and Senior Registrar. During the regional meeting the Senior Registrar will have the assistance of the member Registrar, who will give the registration report at the regional meeting. The Senior Recording Secretary will assist the member Recording Secretary in recording the minutes.

Financial

To open a regional bank account, the Senior National Vice President for the Region is to use the N.S.C.A.R. EIN#53-0116337 per directions from the Internal Revenue Service. The regional bank account must be titled *The National Society of the Children of the American Revolution - _____ Region*. Any changes in financial institution must be provided to C.A.R. National Headquarters and the Senior National Treasurer within fifteen days of the change with appropriate account and contact information.

A reasonable registration fee can be charged to cover the actual expenses of the meeting. Make sure costs are covered including tax and gratuity. Inquire whether the host state's tax-exempt certificate can be used. Regions may request patron donations. Monies collected by a region are to meet the expenses of the regional meeting. Only contributions for National Society funds may be solicited at a regional meeting.

The region pays for room and meals, not to exceed three days and three nights, and registration and activity fees for the National President and Senior National President.

All requests for reimbursement of regional expenses must be submitted with receipts within thirty days after the meeting.

Each state in the region may be asked to contribute seed money before the regional meeting to help defray costs. No state in the region may be asked to contribute more than any other state. The amount is determined by the Senior National Vice President for the Region in consultation with the Senior State Presidents of the region. A region may not need to request seed money from the states.

After all regional meeting expenses have been paid, seed money of \$3,000 may be held for the next year prior to reimbursing the states. Each year, funds in excess of \$3,000 will be divided equally in an amount not to exceed the original amount paid among states which paid the requested seed money. Only states complying with the request for funds will be due a reimbursement. The balance can be retained by the region to defray costs for the next year or provide some special treats or fun activities for the region during the next year's regional meeting. The past Senior National Vice President for the Region must transfer the remaining funds to the new Senior National Vice President for the Region by May 1.

Reports

The Senior Recording Secretary must forward copies of the minutes to the National Vice President for the Region and Senior National Vice President for the Region within thirty days following the meeting.

No later than September 15 each year, the Senior National Vice President for the Region must send (1) a completed Budget Input Form for the next fiscal year (March 1-last day of February) to the Senior National Chairman of Finance and (2) a preliminary financial report to C.A.R. National Headquarters.

Within sixty days after receiving the final hotel invoice, but no later than December 31, the Senior National Vice President for the Region is required to submit a complete final financial report to C.A.R. National Headquarters including (1) detailed income and expenses, (2) supporting documentation, and (3) copy of most recent bank statement where funds are deposited.

The minutes and all reports are to be kept by the Senior National Vice President for the Region and transferred to the incoming Senior National Vice President for the Region by May 1.

Suggested Standing Rules for a regional meeting

1. All sessions of the meeting shall begin promptly at the hour and place specified.
2. Everyone attending the meeting must register; the registration fee will be \$, and registration shall close at on ____ day.
3. Speakers are requested to address the chair only.
4. No one shall speak without being recognized by the chair.
5. A member desiring to speak shall rise and state clearly name, state, and name of society. Only C.A.R. members of the region in which the meeting is held are entitled to speak during the formal business session. The audience should refrain from talking during sessions of the meeting except during the panel presentations.
6. Only registered persons shall be admitted to the meeting sessions.
7. The program, with the adoption of necessary changes, shall become the order of business for the meeting.
8. In matters pertaining to parliamentary law, the current edition of *Robert's Rules of Order Newly Revised* shall govern the meeting except where inconsistent with the national *Bylaws*.

Suggested Program

for a regional meeting

*Indicates attendees should remain standing

*Procession²³
 *Call to Order²⁴ Senior National Vice President for the Region
 *Presiding Officer..... National Vice President for the Region
 *Invocation Regional Chaplain
 *The Pledge of Allegiance to the Flag of the United States of America..... Name
 *"The Star-Spangled Banner" Name
 *The American's Creed Name
 *The C.A.R. Creed Name
 *The Object of C.A.R. Name
 *Mission Statement..... Name
 *Posting of Colors
 Welcome..... State President of the Host State
 Response Another State President of the Region
 Presentation and Adoption of Standing Rules..... Chairman
 Presentation of Code of Behavior Name
 Minutes of [previous year's²⁵] Regional Meeting Recording Secretary
 Panel Presentation..... National President
 *"The C.A.R. Song" Assembly
 Announcements National Vice President or Official Reader
 Recess..... National Vice President for the Region

Luncheon
 Historic Tour or Program
 Announcements
 Recess

Banquet

*Call to Order National Vice President for the Region
 *Grace..... Regional Chaplain
 Introduction of Guests National Vice President for the Region
 State Presidents' Reports..... State Presidents
 Registrar's Report Regional Registrar
 Courtesy Resolutions..... Chairman
 Presentations National President
 Invitation to [next year's²⁶] Regional Meeting..... State President
 *Benediction Regional Chaplain
 *Retiring of Colors Color Bearers
 *Adjournment National Vice President for the Region

²³ Flag of the United States of America
 C.A.R. flag
 Host state flag
 Other state or C.A.R. state flags of the states in the region (alphabetical order)
 Other State Presidents of the region (reverse alphabetical order)
 Host State President of the region
 Page or aide to Senior National President
 Senior National President
 Page or aide to National President
 National President
 Page or aide to Senior National Vice President for the Region
 Senior National Vice President for the Region
 Page or aide to National Vice President for the Region
 National Vice President for the Region

²⁴ The Senior National Vice President for the Region calls the regional meeting to order using the Formal Call to Order:
 "By virtue of the authority vested in me as Senior National Vice President for the ____ Region, National Society of the Children of the American Revolution, I call to order the ____ Regional Meeting. It is my pleasure to present **name of person**, the National Vice President for the ____ Region, who will preside."

²⁵ Year or number of regional meeting

²⁶ Year or number of regional meeting

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National Committees

National Program Committees

Societies are required to use the following program committees to qualify for National Merit Award. National Chairmen of program committees are expected to prepare programs for presentation at regional meetings. Guidelines for current programs are detailed in the *National Program Packet*. The following program committees were adopted by the Senior National Board of Management.

American Heritage Committee

Purpose: To understand the customs, values, work, and achievements in American culture and to create a deeper understanding of family research and genealogical studies.

Members are urged to study American culture. This can be accomplished through programs, field trips, speakers, and research. All facets of American family history and life may be studied. Some suggestions are literature, music, dance, transportation, architecture, genealogy, and community celebrations.

American History Committee

Purpose: To focus on people, places, landmarks, symbols, dates, and events significant in American history.

Members are encouraged to learn about the development of our country from Colonial time to the present. Suggestions include famous or significant people, influence of immigration, historic landmarks, battle sites, and patriotic symbols.

American Indian Committee

Purpose: To study all aspects of American Indian history, heritage, and culture, and the impact on America; to provide material and financial aid to the American Indian schools.

Members need to know the contributions made by the American Indian to immigrants, government, the democratic process, family life, food and agriculture, art, music, symbols, and folklore.

Program materials are obtainable from the Bureau of Indian Affairs, Washington, DC, and the American Indian schools. Assistance to the American Indian is given in the form of material gifts, scholarships, and other financial aid to:

Bacone College

2299 Old Bacone Road, Muskogee, OK 74403
918-683-4581 www.bacone.edu

Chemawa Indian School

3700 Chemawa Road N, Salem, OR 97305
503-399-5721 www.chemawa.bie.edu

C.A.R. Magazine and Newsletters Committee

Purpose: To have an informed membership in all aspects of C.A.R. work at the local, state, and national levels.

Members are encouraged to print state and local newsletters and to submit articles and photographs to the *Children of the American Revolution Magazine*. Articles should be timely, interesting, and worthwhile. Material on current national programs and project(s) should be included. Newsletters should be limited to a few pages each issue. Requirements are in the *National Program Packet*.

Conservation Committee

Purpose: To understand the need for preservation of natural resources and to participate in good conservation practices.

Members must accept responsibility for good conservation habits in order to preserve the National resources of America. Programs on conservation of the soil and water supply, protection of animal and

plant life, and proper use of forests and State and National Parks are recommended. Material on all phases of conservation is available from:

U.S. Forest Service www.fs.fed.us
Natural Resources Conservation Service www.nrcs.usda.gov
U.S. Fish and Wildlife Service www.fws.gov
U.S. Environmental Protection Agency www.epa.gov
National Wildlife Federation www.nwf.org
Agencies in individual states

Government Studies Committee

Purpose: To know and understand how local, state, and federal governments work.

Members are urged to study various departments of local, state, and federal governments through seminars, visits, speakers, and independent research.

Kids Helping Kids Committee

Purpose: To participate in projects and activities that benefit the community.

Members are urged to give back to others what they have learned in C.A.R. by volunteering their services to "kids" of all ages. Some suggestions are hospitals, day care centers, soup kitchens, and senior citizen centers.

Membership Committee

Purpose: To increase membership is the number one priority of The National Society of the Children of the American Revolution.

Members and seniors should focus on "fun" ways to stimulate interest in local societies. Various methods should be used to obtain eligible young members such as inviting them to meetings, publicizing society meetings, and enlisting the assistance of other patriotic organizations. All members working together will attract new members and maintain the current membership.

Mountain Schools Committee

Purpose: To provide material and financial aid to Berry College, Inc., The Crossnore School, Inc., Hillside School, Inc., Hindman Settlement School, Inc., Kate Duncan Smith DAR School, and Tamassee DAR School.

Members are urged to learn about these schools and how they can help. All financial contributions for the schools are sent directly to the schools. Clothing suitable for resale and other items are shipped by the local societies directly to the schools:

Berry College, Inc.

2277 Martha Berry Boulevard, Mount Berry, GA 30149
706-236-2242 www.berry.edu

The Crossnore School, Inc.

100 DAR Drive, PO Box 249, Crossnore, NC 28616
704-733-4305 www.crossnoreschool.org

Hillside School, Inc.

402 Robin Hill Street, Marlborough, MA 01752
508-485-2824 www.hillsideschool.net

Hindman Settlement School, Inc.

Highway 160, PO Box 844, Hindman, KY 41822
606-785-5475 www.hindmansettlement.org

Kate Duncan Smith DAR School

6077 Main Street, Grant, AL 35747
256-728-4326 www.kdsdar.org

Tamassee DAR School

1925 Bumgardner Drive, PO Box 8, Tamassee, SC 29686
864-944-1390 www.tdarschool.org

The Mountain Schools Fund was established on April 19, 2012, to be used solely for the purposes of supporting the general operations and emergencies of the Mountain Schools. A Mountain Schools Pin is available for a donation of \$25.

National Merit Award Committee

Purpose: To promote the national programs and projects for the current year.

Members and seniors should use the National Merit Award as a guide in planning the programs for the year. Awards are given to local societies on the basis of overall accomplishments. A copy of the official National Merit Award form is available in the *National Program Packet*. The National Merit Award form must be kept and used to make the report at the end of the C.A.R. year.

Patriotic Education Program Committee

Purpose: To prepare patriotic programs for use in schools and communities.

The Patriotic Education Program (P.E.P.) Committee was made a program committee on June 5, 2005, and is composed of nine members to include a member chairman, a senior chairman, six additional members, and one additional senior. Patriotic Education has always been an important aspect of the National Society. The first mention of Patriotic Education in *Centennial Plus One* is in 1919 when the National President appointed a Patriotic Education Committee. Over the years, the National Society received numerous Freedoms Foundation awards for its work in patriotism.

Public Relations Committee

Purpose: To publicize C.A.R. to the general public through ALL media.

Good public relations are MORE IMPORTANT and EASIER now than ever before. Local societies should prepare information concerning National Convention, state conference, and local events for placement in the media. Learn the facsimile phone numbers of your local newspapers and other media, the e-mail address of newspapers, radio stations, community bulletin boards, etc. Check the Web for national, state, and local C.A.R. sites. Community events and celebrations are a great time to publicize C.A.R. Articles should be typewritten, double-spaced, clear, and factual; should tell who, what, when, where, and why; and should be sent to newspapers no later than two weeks before date of event. Local societies should take advantage of the generosity of local radio and television stations by presenting programs and spot announcements that will inform the public of the varied phases of the N.S.C.A.R. programs. Remember that the script must contain material of public interest. Notes of appreciation should be sent to newspapers and radio and television stations that publicize C.A.R. news.

Veterans Committee

Purpose: To honor those C.A.R. members who have served our country in the military, just as our ancestors did in the American Revolution, and to oversee projects, contacts, and records of members who have or are currently serving in the military.

The Veterans Committee was established on October 22, 2007, accepting the recommendation of the 2007–2008 National Board to create a Veterans Standing Committee to oversee projects, contacts, and records of members who have or are currently serving in the military. On October 18, 2010, at the recommendation of the 2010–2011 National Board, the Senior National Board of Management voted to change the Veterans Committee from a standing committee to a national program committee.

The idea for the Veterans Tribute was member driven to honor those C.A.R. members who have served our country in the military, just as our ancestors did in the American Revolution. To show our admiration for these members in the Armed Forces, a stained-glass window was designed and created to honor both past and present members who have served or are currently serving our country.

The stained-glass window was designed, completed, and installed by Neumann Studios of Vermont in April 2009. This tribute is on permanent display in the N.S.C.A.R. Museum. In addition to the stained-glass window, there is a mahogany book stand donated by the Senior National Officers Club in memory of Dr. David R. Curfman, a former member and senior leader, which holds the memory book containing the names of those honored and a listing of the donors.

A Resolution to Establish and Operate The Veterans Fund of The National Society of the Children of the American Revolution was adopted on June 1, 2009.

Standing Committees

For most of the standing committees a member is appointed as the National Chairman, and a senior is appointed as the Senior National Chairman. It is the duty of some of these chairmen to develop and plan the program each year for the *National Program Packet*, write an appropriate skit for the regional meetings, and attend as many regional meetings as possible to present the skit.

About the first of March, these chairmen receive the contest entries, judge the entries, and determine the winners. The chairmen then send the names of the winners to the Senior National Chairman of Awards for publication. The National Chairmen report to the National Convention. The Senior National Chairmen report to the Senior National Board of Management.

It is not appropriate for some of the standing committees to have a member chairman. On these committees there is only a senior chairman. The needs of each of the standing committees vary according to the duties of the committee. The number of members of each committee also varies depending on the needs of the committee. Meeting needs of committees vary greatly. Some meet four or five times each year; others meet only once a year. When impossible for the committee members to meet physically, conference calls are very advantageous. However, no action may be taken because the parliamentary authority requires a quorum present in one room to debate the matter. Much work of the committees is accomplished prior to a meeting by telephone, facsimile, and e-mail.

Most committee meetings are held prior to a Senior National Board of Management meeting. A quorum of the committee, a majority of the members, is required for action to be taken. The chairman may appoint a secretary to record the minutes of the meeting. If a committee meeting is needed, it is the duty of the Senior National Chairman to notify the Senior National President approximately six weeks prior to a Senior National Board of Management meeting. The Senior National President will be able to schedule meetings and include them in the Call to Board.

Members of standing committees should notify the chairman whether or not they will attend the meeting. Members of the committee have the responsibility to contact the chairman of the committee if they wish to be informed of action taken in their absence.

The current edition of *Robert's Rules of Order Newly Revised* [RONR (11th ed.)] defines a standing committee as a committee constituted to perform a continuing function. Standing committees remain in existence permanently or for the life of the assembly that establishes them.²⁷

A quorum is a majority of the members of the committee. A committee does not have the power to determine its quorum unless the national *Bylaws* so provide. In the absence of a quorum, any business transacted is null and void.²⁸ The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent.²⁹ "The personal approval of a proposed action obtained separately by telephone, by individual interviews, or in writing, even from every member of the board, is not the approval of the board, since the members lacked the opportunity to mutually debate and decide the matter as a deliberative body."³⁰ Recommendations must be made by a majority vote of the committee.

"A committee may not adopt its own rules except as authorized in the rules of the society or in instructions given to the committee by its parent assembly in a particular case."³¹ For further information, see RONR, Conduct of Business in Committees.

Auditing Committee

The Auditing Committee is composed of a member and a senior chairman. The Auditing Committee submits the books to a Certified Public Accountant for examination and compilation of the financial records of The National Society of the Children of the American Revolution. The Auditing Committee reports to the

²⁷ RONR (11th ed.), p. 490

²⁸ RONR (11th ed.), p. 347

²⁹ RONR (11th ed.), p. 348

³⁰ RONR (11th ed.), pp. 487, 97–99

³¹ RONR (11th ed.), pp. 500–501

Senior National Board of Management meeting. Adoption of this report is approval of the Senior National Treasurer's accounts.

Awards Committee

The National President and Senior National President determine the objective for each program committee. Each National Chairman and Senior National Chairman submits a proposed program, suggestions, and contest(s) for their committee to the Senior National Chairman of Awards.

Some National Officers and Senior National Officers are sent an objective for their office. They then submit a proposed program, suggestions, and contest(s) for their office to the Awards Committee. These can vary from year to year and depend on the desires of the current National Officers, Senior National Officers, National President, and Senior National President.

The Awards Committee is composed of one member chairman, one senior chairman, and three senior leaders. Immediately after election, the National President and Senior National President send an objective to each of the following:

1. National Officers and Senior National Officers who are to have programs and contests in the *National Program Packet*.
2. National Chairmen and Senior National Chairmen of program committees, all of whom have programs and contests.
3. National Chairmen and Senior National Chairmen of special and standing committees who are to have programs and contests in the *National Program Packet*. This varies from year to year depending on the wishes of the National President and the Senior National President and/or special commemorative events.

Any other officer, chairman, or member, who has not been sent an objective but who has a particularly good idea, always has the privilege of making a suggestion to the National Chairman, Awards. The Awards Committee meets in April/May to review and to evaluate programs and awards at the national level and to finalize the *National Program Packet*. Therefore, suggestions to that committee must be made prior to this meeting. The name of the National Chairman or Senior National Chairman of the Awards Committee can be obtained from the National President, the Senior National President, or C.A.R. National Headquarters.

The National Chairman of Awards has the responsibility to:

1. Participate in the Awards Committee meeting in April/May.
2. Assist the Senior National Chairman of Awards in preparing text and graphics for the *National Program Packet*.
3. Preside during the Awards Ceremony at National Convention.

The Senior National Chairman of Awards has the responsibility to:

1. Secure contest criteria from participating officers and chairmen.
2. Guide the Awards Committee meeting.
3. Prepare text and graphics for the *National Program Packet*.
4. Prepare National Merit Award and State President's Award forms.
5. Send *National Program Packet* to the Senior National President for final approval.
6. Present the National Merit Award form at the May/June meeting of the Senior National Board of Management for consideration and approval.
7. Prepare list of award winners and send the list to C.A.R. National Headquarters no later than April 15.
8. Administer the Awards Ceremony at National Convention.

National Program Packet

The *National Program Packet* includes the following:

- National Roster
- National Merit Award form
- State President's Award form

The *National Program Packet* outlines the national program for each committee and details national programs and contests. Annually, the National President and Senior National President determine the

objective for each committee and jointly write a letter to each National Chairman and Senior National Chairman stating the committee's objective. The National Chairman and Senior National Chairman work together to propose a program, suggestions, and contest(s). This information must be sent to the Senior National Chairman of Awards by the date specified in the letter.

The Awards Committee publishes the final programs and contests with ultimate approval by the National President and Senior National President. Beginning each June, the *National Program Packet* is available on the N.S.C.A.R. Web site and for a fee at the regional meetings and from C.A.R. National Headquarters.

Bylaws Committee

The national *Bylaws* define the primary characteristics of the National Society and prescribe how the organization functions. Any proposed change to the national *Bylaws* is sent to the Senior National Chairman of the Bylaws Committee. The Bylaws Committee must propose all amendments to the national *Bylaws* to the Senior National Board of Management.

A proposed amendment may originate with the Bylaws Committee or be proposed to that committee by the National Board, the Senior National Board of Management, the Advisory Board, a state society, or a local society. When an amendment is proposed by a body other than the Bylaws Committee, the Bylaws Committee will, in consultation with the proposing body, prepare the proper amendment language.

The national *Bylaws* may be amended at the April joint meeting of the National Board and the Senior National Board of Management provided the proposed amendment was submitted by formal written notice to the January/February meeting of the Senior National Board of Management and sent with the call to the joint meeting. A quorum of each board is required before amendments may be considered. Adoption of any amendment requires a two-thirds majority of the members present and voting.

The Bylaws Committee considers only proposals concerning national *Bylaws*. For state bylaws, see Parliamentary for the National Society.

A copy of the national Bylaws can be downloaded from the Authorized Users side of the N.S.C.A.R. Web site.

C.A.R./DAR/SAR/S.R. Relations Committee

The C.A.R./DAR/SAR/S.R. Relations Committee has the responsibility to establish and develop communication and relationship between members of the Children of the American Revolution and members of the Daughters of the American Revolution, Sons of the American Revolution, and Sons of the Revolution. These patriotic societies all have common goals, and partnering of these goals is to the advantage of all four organizations.

Liaison between NSDAR and N.S.C.A.R. is maintained through the NSDAR Children of the American Revolution Committee usually chaired by the Senior National President of C.A.R. Members of NSDAR and N.S.C.A.R. work at all levels to promote better understanding and continued training of today's youth in principles that make conscientious American citizens.

Liaison between NSSAR and N.S.C.A.R. is maintained through the NSSAR CAR Committee. The committee is chaired by an SAR member. Other committee members include current and past senior leaders and former C.A.R. members.

C.A.R. National Headquarters Committee

C.A.R. National Headquarters encompasses the following: (1) The Business Office, (2) The Children's Room, (3) The National Society of the Children of the American Revolution Library, and (4) The National Society of the Children of the American Revolution Museum.

The C.A.R. National Headquarters Committee is composed of a senior chairman, a member chairman, and four senior leaders. Recommendations must be made by a majority of the committee.

The duties of the committee are

1. To maintain an efficient, effective office to meet the needs of N.S.C.A.R.
2. To develop a focused administrative structure.
3. To assess staff and equipment needs annually prior to budget planning.

4. To serve in an advisory capacity to the Senior National Board of Management, the Senior National President, and the Administrative Assistant when requested.
5. To oversee the day-to-day maintenance of all areas defined as C.A.R. National Headquarters.

Development Committee

The Development Committee was established on December 6, 2008, with the following charges and responsibilities and membership.

Charges and Responsibilities: The Development Committee shall address the finding of revenue sources for the National Society to carry out the functions of the Society and the Society's programs. The responsibilities of the committee shall include:

1. Assess the financial status of the Society in conjunction with the National Treasurer, Senior National Treasurer, National President, Senior National President, Finance Committee, and Endowment Fund Committee;
2. Recommend ways to generate revenue for the operation of the Society and the Society's programs.
3. Pursue long-range planning of revenue sources and submission of grant proposals; and
4. Work with the National President in developing revenue opportunities for the National Project, if asked.

Membership: Membership of the Development Committee shall include at least five members and five seniors including representatives from the Finance Committee, Long Range Planning Committee, and Endowment Fund Committee as well as the National Treasurer and Senior National Treasurer. A member chairman and senior chairman shall be appointed by the Senior National President.

Endowment Fund Committee

The Endowment Fund Committee develops plans to increase the National Endowment Fund. The committee is composed of a National Chairman and a Senior National Chairman. The income of this fund may be used for the general needs and promotion of the work of N.S.C.A.R. All principal of the fund is held in perpetuity. Individuals or societies make donations to the National Endowment Fund by cash, stocks, or bequests in wills. The wish of persons who request anonymity will be respected and kept. Checks should be made payable to N.S.C.A.R.

The Endowment Fund Pin is a circular, open-centered, gold pin with thirteen stars. It is given to anyone who contributes \$100 to the National Endowment Fund or anyone in whose honor \$100 has been given. Therefore, any member of C.A.R., DAR, SAR, S.R., or friend may wear an Endowment Fund Pin. This pin denotes the singular honor of one who has helped to assure the perpetuation of the ideals of N.S.C.A.R. The pin is not an official insignia. Ladies may wear the pin as one would wear a piece of fine jewelry; pins of the smaller size may be worn as earrings. The gentlemen's pin is smaller and is worn on the lapel or as a tie tack.

Endowment Fund Advisory Committee

In 1958, the Senior National Board of Management voted to adopt The Resolution on Establishment and Operation of The National Endowment Fund of the Children of the American Revolution. The Senior National Board of Management last amended the resolution on April 21, 1994.

The Endowment Fund Advisory Committee was created by the resolution which set parameters for the National Endowment Fund. The Senior National President appoints a member of the committee to serve as chairman. All members of the committee must be members of the DAR, SAR, or S.R. The resolution requires the committee to be composed of seven members as follows:

1. One person appointed by the Senior National President whose term coincides with that of the Senior National President
2. Two persons elected by the Senior National Board of Management for terms of two years at the April meeting in the uneven years between the regular elections of Senior National Officers
3. Immediate past Senior National President
4. Senior National President
5. Senior National Second Vice President
6. Senior National Treasurer

The National President has the privilege to appoint, with the approval of the Senior National President, a member as an observer to the Endowment Fund Advisory Committee. The member observer has voice but no vote at the meetings.

The committee is authorized to act in an advisory capacity in matters relating to the fund and to select and purchase investments for the fund. The Senior National President appoints three members of the Endowment Fund Advisory Committee to serve on the Investment Committee. The Investment Committee may recommend investments to the committee, but the final decision rests with the Endowment Fund Advisory Committee.

The Endowment Fund Advisory Committee reports to each meeting of the Senior National Board of Management.

Ethics Committee

The Ethics Committee was established on June 5, 2005, by the Senior National Board of Management. The Ethics Committee is composed of one senior chairman, two members, and two seniors. The Parliamentarian for the National Society serves as a consultant to the Ethics Committee. The committee shall be appointed at the beginning of each administration to review all violations of the National Society *Bylaws*, Code of Behavior, Election Code, laws of the jurisdiction, or unacceptable repugnant behavior. Charges against any member, adult, or guest must be made in writing to the Chairman of the Ethics Committee. After investigation, the Ethics Committee shall take appropriate action which must fit the offense. Penalties may include but are not limited to: (1) probation, (2) prohibition from attending one or more future national or regional meetings, (3) ineligibility to be a candidate for National or Senior National Office, (4) removal from National or Senior National Board or chairmanship, and (5) removal from membership in the National Society.

Finance Committee

The Finance Committee has a National Chairman and a Senior National Chairman. The National Treasurer, by virtue of office, serves on the Finance Committee with voice but without vote. The Senior National Treasurer also serves as a member of the Finance Committee with voice and vote.

A document entitled Financial Policies and Procedures was adopted on June 2, 2003. It details methodology by which expenses authorized by the Senior National Board of Management are overseen and paid.

The Finance Committee has the duty to annually prepare and submit a proposed budget to the October meeting of the Senior National Board of Management. Budgeting procedures are detailed in the Financial Policies and Procedures. The proposed budget covers the ensuing fiscal period of March 1 through the last day of February.

The national *Bylaws* authorize the Finance Committee to invest all funds of the National Society except the National Endowment Fund. The Senior National President appoints three members of the Finance Committee to serve on the Investment Committee. The Investment Committee may recommend investments to the Finance Committee, but the Finance Committee makes the final decision.

Handbook Committee

The Handbook Committee was made a Standing Committee on October 20, 2003, because the handbook is constantly changing. The Handbook Committee is encouraged to issue frequent updates to make this resource a complete, up-to-date document.

Information Technology Committee

The Information Technology (IT) Committee was established on April 20, 2006, with membership to include but is not limited to the Webmaster; the Senior National Chairman, C.A.R. National Headquarters; and a C.A.R. staff member with committee appointments to be made by the Senior National President. The IT Committee has the responsibility to review and bring recommendations to the Senior National President and the Senior National Board of Management on all aspects of the National Society's present and future computer technology including, but not limited to, the headquarters' database, the Web server, and all relative hardware and software in order to insure adequate, accurate implementation of appropriate technologies to enhance the business operations of C.A.R.

Insignia and Ribbon Committee

The function of the Insignia and Ribbon Committee is to receive suggestions and information regarding insignia and to present recommendations to the Senior National Board of Management. This committee also is responsible for receiving and inspecting the condition of the ribbons and insignia of the outgoing National Officers after the banquet at National Convention. Ribbons are distributed to the incoming National Officers at the Installation Ceremony in April.

Investment Committee

N.S.C.A.R. Investment Policies and N.S.C.A.R. Investment Quality Standards and Guidelines were adopted on October 12, 1998. These documents detail the structure, authority, and responsibilities of the Investment Committee. The Investment Committee is composed of nine members appointed by the Senior National President. Three members are from the Endowment Fund Advisory Committee, and three members are from the Finance Committee. The Senior National President appoints three other members to the committee and designates the Senior National Chairman. One of these three members may be a member rather than a senior.

The Investment Committee is charged with the responsibility to follow the policies and guidelines and to research and recommend investments to both the Endowment Fund Advisory Committee and the Finance Committee. The Investment Committee oversees all investments of the National Society and makes continued recommendations to the Endowment Fund Advisory Committee and the Finance Committee to insure the continued financial success of the N.S.C.A.R.

Leadership Development Committee

On recommendation of the Long Range Planning Committee, the Leadership Development and Training Committee was established on October 14, 2002. The name was changed to Leadership Development on October 12, 2009.

Library Advisory Committee

The purpose of the Library Advisory Committee is to secure, display, and make available educational multimedia materials for the N.S.C.A.R. Library. The library focuses on the colonial era, American Revolution, and post-Revolutionary War periods of American history. Also contained are resource and reference books, educational material pertaining to early American life of particular interest to children, and writings by and about the founder of N.S.C.A.R., Harriett Mulford Lothrop.

The committee meets at least once each year and reports to the Senior National Board of Management. By virtue of office, the National Librarian serves on the committee. It is desirable for the Senior National Librarian and Archivist to serve on the committee.

The Library Advisory Committee assists in screening the appropriateness of proposed gifts to the library and recommends items for purchase to enhance the library. The committee reviews the condition and contents of the library and makes recommendations to the Senior National Librarian and the Senior National Board of Management.

The committee advises, within the guidelines of the Library Standards amended on February 1, 2010, the best use of funds available for the purposes of conservation, acquisition, display, and maintenance of multimedia materials. The committee assists the Senior National Librarian to conserve, maintain, enhance, and display properly all library collections. The Library Advisory Committee makes recommendations to the Senior National Board of Management.

Long Range Planning Committee

The Long Range Planning Committee was established by the Senior National Board of Management on December 7, 1997, to:

1. Guide N.S.C.A.R. into the 21st century.
2. Develop a mission statement.
3. Create demographics, which would assist in increasing membership.
4. Ascertain areas of financial support.
5. Study the N.S.C.A.R. Museum.
6. Assist in space management for business office and museum.

The committee is not limited to the above items, e.g., logistics for exchange of genealogical information.

The Long Range Planning Committee is composed of not less than seven, nor more than eleven, members appointed by the Senior National President. At least five shall be members of the Senior National Board of Management. The National Chairman and Senior National Chairman will be appointed by the Senior National President. The committee shall bring recommendations to the Senior National Board of Management and has no authority to commit the N.S.C.A.R. to any action.

The Long Range Plan consists of goals, objectives, and strategies that directly relate to the National Society. The Long Range Plan evolves as needs and opportunities are identified and goals and objectives are accomplished. It should be reviewed and updated at least every 18 months. The current N.S.C.A.R. Five-Year Plan, 2008–2013 is on the Web site.

Magazine Advertising Committee

This committee has the responsibility to obtain appropriate advertising for the magazine. This advertising is beneficial to the financial stability of the *Children of the American Revolution Magazine*. Magazine advertising, including text and photos, can be purchased by contacting the Magazine Advertising Chairman. N.S.C.A.R. maintains control of information printed in its publication but does not endorse the advertisers.

Magazine Fund Committee

The Magazine Fund Committee is responsible to make plans and set forth a program to increase the Magazine Fund. This committee is composed of a National Chairman and a Senior National Chairman.

Magazine Review Committee

The Magazine Review Committee is responsible for reviewing the financial condition of the *Children of the American Revolution Magazine* and for compliance with the Magazine Guidelines for the work of the Editor of the *Children of the American Revolution Magazine*. The committee meets at least once annually.

The Magazine Review Committee has a National Chairman, a Senior National Chairman, and the following members:

- National Treasurer
- Senior National Treasurer
- National Chairman, Finance Committee
- Senior National Chairman, Finance Committee
- National Chairman, Magazine Advertising Committee
- Senior National Chairman, Magazine Advertising Committee
- National Chairman, Magazine Fund Committee
- Senior National Chairman, Magazine Fund Committee
- Associate Editor(s)
- Editor
- Other additional seniors appointed by the Senior National President.

Museum Advisory Committee

The Museum Advisory Committee secures, displays, and provides educational opportunities for the American Revolution artifacts that comprise the N.S.C.A.R. Museum and The Children's Room. The museum, located on the second floor of Constitution Hall of the Daughters of the American Revolution buildings in Washington, D.C., is open to the public.

The committee meets at least once annually. By tradition, the National Chairman and/or the Senior National Chairman prepare an annual *C.A.R. Museum Newsletter* which is included in the convention mailing. The National Curator, by virtue of office, serves as a member of the Museum Advisory Committee. It is desirable that the Senior National Curator serves on the committee.

The committee assists in screening and authenticating proposed gifts to the museum and recommends objects for purchase that enhance the N.S.C.A.R. Museum and The Children's Room. The committee reviews the condition and contents of museum artifacts and makes recommendations to the Senior National Curator and the Senior National Board of Management. The committee advises, within the guidelines of the Museum Principles amended on October 13, 2008, the best use of funds available for the

purposes of conservation, acquisition, display, and maintenance of artifacts. The committee assists the Senior National Curator to conserve, maintain, enhance, and properly display all museum collections. The committee makes recommendations to the Senior National Board of Management.

On June 1, 2009, the Senior National Board of Management approved the design and production of a Golden Apple Pin for a donation of \$100 and a Golden Apple Pin with diamond chip for a donation of \$200. The pins were available only during The Children's Room 100th Anniversary Celebration from June 1, 2009, through June 30, 2011, and availability of the pins was extended to July 30, 2011.

This committee obtains and recognizes Museum Major Benefactors. Museum Major Benefactors are persons, societies, or foundations that donate \$1,000 or honor an individual with a contribution of \$1,000. All contributions are payable to N.S.C.A.R., marked "Museum Major Benefactor," and sent to C.A.R. National Headquarters.

When submitting a name as a Museum Major Benefactor, include the name of donor, the name of honoree, if applicable, and state or local society to be credited. If the presentation is a surprise, that information is to be sent with the check or credit card information. The name of the donor or honoree is placed on a permanent plaque in the museum. The donor or honoree receives a Museum Major Benefactor Red Apple Pin and personalized plaque.

National Convention Committee

The National Convention is held each year in April usually at the end of the week in which April 19 falls. To coordinate the various aspects of a successful National Convention, the Senior National President appoints a National Convention General Chairman who is assisted by the National Convention Chairman.

The National Convention General Chairman serves as facilitator for the wishes and special events that the National President and the Senior National President envision for the National Convention. There are two convention committees, a Convention Planning Committee and a Convention Committee. The National President has the privilege and responsibility to appoint all member convention participants, with the approval of the Senior National President. The Senior National President appoints all senior convention participants.

The Convention Planning Committee meets each October for a full weekend to plan the convention. At this time, the National President and Senior National President must present their vision for the National Convention. The Convention Planning Committee has the responsibility to plan events that carry out the desires of the National and Senior National Presidents and to insure a smoothly run convention. The National Convention General Chairman has the responsibility to present a budget to the Convention Planning Committee and to insure that budgetary parameters are met.

In January/February, the Convention Planning Committee meets for one full day during which plans are finalized. The next day the Convention Committee meets and is given the details of the plan for the National Convention. The National Convention General Chairman develops a brochure which details the convention schedule and general information. This brochure, a registration form, and other material pertinent to National Convention are sent to every person in the National Roster, members of both convention committees, and Senior Society Presidents.

The National Convention General Chairman and his/her assistant are the official liaison with the convention hotel and the only persons with authority to contact the hotel for any plans for the National Convention. The Convention General Chairman and his/her assistant coordinate convention activities with the hotel to insure a successful and smoothly run National Convention.

The National Convention General Chairman reports to the Senior National Board of Management as required. At the end of each administration, the National Convention General Chairman must transfer needed convention letters, contracts, and other pertinent information to the successor.

N.S.C.A.R. Societies in Foreign Countries Committee

The N.S.C.A.R. Societies in Foreign Countries Committee promotes inclusion of local societies in foreign countries to foster interest in the National Society. Members of local societies in foreign countries are encouraged to participate in the national programs and to attend the National Convention. Stateside

members are welcome and encouraged to visit local societies in foreign countries. The primary objectives of the committee are to create closer ties and communicate with C.A.R. members in foreign countries.

Personnel Committee

All authority for establishment of personnel policies rests with the Senior National Board of Management. The Personnel Committee has the responsibility to review periodically the personnel practices of the National Society and to present statements of policy and procedure for consideration and action to the Advisory Board with final approval by the Senior National Board of Management. The current Personnel Policies and Procedures was last revised January 31, 2016. The Personnel Committee distributes the Employee Handbook which was last revised on January 31, 2016, to employees of the National Society.

Authority for the general administration of personnel policies is delegated to the Advisory Board. The Personnel Committee gives consideration to personnel problems that arise and either effects a solution or reports findings to the Advisory Board for action.

Prior to the October meeting of the Finance Committee, this Personnel Committee has the responsibility to prepare information on current salaries and Christmas gifts and to recommend whether increases should be given. After a dollar amount is determined, the Personnel Chairman conveys the information to the Finance Chairman for incorporation into the budget. The Personnel Committee reports any recommended increase in salaries and Christmas gifts to the Advisory Board for approval.

The Personnel Committee can take no action without the consent of the Senior National President and approval of the Advisory Board. The Personnel Committee, in consultation with the Senior National President, is the only committee authorized by the Senior National Board of Management to advise on matters involving personnel.

Printing Committee

The Printing Committee supervises printing for the National Society. Duties of this committee vary with each administration depending upon current needs.

Tomb of the Unknown Soldier of the American Revolution Committee

The Tomb of the Unknown Soldier of the American Revolution Committee cooperates with the Old Presbyterian Meeting House in Alexandria, Virginia, in preserving the shrine. In the churchyard is the grave of "an unknown Revolutionary soldier" whose burial took place on January 19, 1821, according to church records. In 1826, a surveyor's error caused workmen to uncover a munitions chest containing human bones, a pair of military spurs, and fragments of a uniform which identified its wearer as a Revolutionary soldier. The remains were reinterred, and the grave remained unmarked until February 22, 1928, when the American Legion Post in Alexandria unveiled a temporary marker.

In April 1928 members of N.S.C.A.R. made the first pilgrimage to the grave and placed a wreath. During the next year, a National Project resulted in a marble pedestal marker was purchased with monies contributed by C.A.R. members nationwide and dedicated by The National Society of the Children of the American Revolution on April 19, 1929, during the National Convention. The inscription on the marker by William Tyler Page, who wrote The American's Creed, reads:

Here lies a soldier of the Revolution whose identity is known but to God. His was an idealism that recognized a Supreme Being, that planted religious liberty on our shores, that overthrew despotism, that established a people's government, that wrote a Constitution setting metes and bounds of delegated authority, that fixed a standard of value upon men above gold and lifted high the torch of civil liberty along the pathway of mankind. In ourselves his soul exists as part of ours, his memory's mansion.

The tradition of the pilgrimage to the Tomb of the Unknown Soldier of the American Revolution continues today. It is an integral part of the Annual Pilgrimage on Sunday following National Convention. Following the Memorial Service at the Old Presbyterian Meeting House, N.S.C.A.R. places a memorial wreath at the Tomb of the Unknown Soldier of the American Revolution.

Other Appointments

Archivist

The Senior National President appoints the Archivist. The Associate Archivist is a member appointed by the National President, with the approval of the Senior National President. The duties are to maintain and preserve historical data pertaining to the National Society. The archives are maintained at C.A.R. National Headquarters. The Archivist works closely with the Senior National Historian, Senior National Librarian, and Senior National Curator to insure that historical items are properly maintained, preserved, and managed. Persons interested in donating memorabilia to the National Society should use the N.S.C.A.R. Archives Gift Form. The Archivist is responsible for items which are not the responsibility of the offices of Historian, Librarian, or Curator including, but not limited to, the following:

- Official documents of the National Society
- Official bound minutes of the meetings of the National Board
- Official bound minutes of the Senior National Board of Management meetings
- Official bound minutes of the Advisory Board meetings
- Financial records
- *Children of the American Revolution Magazine*
- Annual National Program Packets
- National Rosters
- Bound National Convention minutes
- National Convention materials (programs, ribbons, photos, etc.)
- Retired items such as insignia, pins, gavels, financial records, publications, e.g., *C.A.R. Handbook* and *Bylaws*
- Honors and awards presented to the National Society (Patriotic Education Week, Freedoms Foundation, Manley Medal)
- Assorted items of significance to the National Society (paintings; C.A.R. spoon; Lothrop, Pouch, and Cummins portraits; plaques; etc.)
- Lothrop antiquities and memorabilia
- George Washington memorabilia
- Centennial memorabilia
- Collections not meeting the criteria for acceptance in other society categories (reference books, flag collection, signature collection).

N.S.C.A.R. Archives Gift Form

I (we) hereby give to the N.S.C.A.R. Archives absolute and unconditional ownership of the following property, together with all copyright and associated rights which I (we) have for myself, my distributes, and personal representatives.

Date		Accepted <input type="checkbox"/> Reviewed <input type="checkbox"/> Rejected <input type="checkbox"/>		N.S.C.A.R. Accession Number <div style="border: 1px solid black; padding: 10px; margin-top: 10px; font-size: 2em; font-weight: bold;">A-</div>	
State Society					
Donor's Society					
Donor's Name			Donor's Signature		
Donor's Address					
City		State	ZIP + 4® Code		Phone or e-mail
Item					
Maker		Date of origin	Geographic origin		Size
Description (attach photograph)					
History (include documentation)					
How acquired			Attach additional information		

Condition/Alterations

Authenticator

Appraisal Value or Cost

\$

Use a separate N.S.C.A.R. Archives Gift Form for each gift.
 Return form to: Archivist, C.A.R. National Headquarters
 1776 D Street NW - Room 224, Washington, DC 20006-5303
 Form revised 2-7-2000

Children of the American Revolution Magazine Editor

The Editor of the *Children of the American Revolution Magazine* is a senior appointed by the Senior National President. The Associate Editor is a member appointed by the National President, with the approval of the Senior National President. The Editor compiles, edits, and oversees the production of four issues of the magazine published Spring, Summer, Fall, and Winter. The Editor and Associate Editor follow the Guidelines for the Editors last amended on April 20, 2006.

Parliamentarian for the National Society

The Senior National President appoints the Parliamentarian for the National Society who must be a senior. The Parliamentarian must be thoroughly familiar with the national *Bylaws*, policies of the N.S.C.A.R., rulings of the Senior National Board of Management, and the current edition of *Robert's Rules of Order Newly Revised* (RONR). The Parliamentarian attends all meetings of the National Board, Senior National Board of Management, Advisory Board, and all business sessions of National Convention. When requested, the Parliamentarian renders opinions and offers advice.

The Parliamentarian is responsible for determining whether bylaws of state societies are in conflict with national *Bylaws*. The Parliamentarian approves state bylaws and amendments BEFORE they are proposed to the state for adoption. Proposed state bylaws and amendments should be forwarded to the Parliamentarian for review not less than ninety days prior to being presented for approval.

Questions pertaining to parliamentary procedure should first be submitted to the State Parliamentarian, who must be a senior, and, if necessary, to the Parliamentarian for the National Society. The current edition of *Robert's Rules of Order Newly Revised* is the parliamentary authority of N.S.C.A.R. A self-addressed, stamped envelope should accompany all requests to the Parliamentarian for the National Society.

Webmaster

The Senior National President appoints the Webmaster. The Associate Webmaster is a member appointed by the National President, with the approval of the Senior National President.

The Associate Webmaster monitors the N.S.C.A.R. Web site for out-of-date information/links, in particular, local and state society links. The Associate Webmaster assists local and state societies to establish Web sites and communicates with others about Web site matters. The Associate Webmaster assists the Webmaster with his duties and elicits assistance for the N.S.C.A.R. Web site, e.g., writing articles, creating interactive Web pages, etc. The Associate Webmaster is encouraged to participate as a member of the Information Technology Committee by offering ideas for Web site improvements and researching new Web-based technologies that may benefit the National Society.

The primary role of the Webmaster is to monitor and maintain the N.S.C.A.R. Web site. The N.S.C.A.R. Web Site Guidelines were amended on February 9, 2009. This includes tracking Web site recommendations and interacting with the paid Web site contractor to get recommendations implemented at the lowest cost possible within the given time constraints as well as ensuring the currency of the N.S.C.A.R. Web site information by removing out-of-date and incorrect content. The Webmaster approves local and state society Web sites to be linked to the N.S.C.A.R. Web site. Additionally, the Webmaster needs to monitor the Internet at least quarterly for information that could negatively impact the National Society. The Webmaster is expected to participate as a member of the Information Technology Committee by reporting on matters pertaining to the N.S.C.A.R. Web site and to raise Web site concerns and suggestions for improvement to include new Web-based technologies that may benefit the National Society to the Information Technology Committee. The Webmaster works closely with C.A.R. National Headquarters staff and the Associate Webmaster on Web site matters and keeps the Senior National Information Technology Chairman informed of Web site activity.

Special Committees

Only the Senior National Board of Management can create a special committee. Some special committees require both a member and a senior chairman. Other special committees only require a senior chairman. The chairmanship needs of a special committee will be stated in the motion to the Senior National Board of Management creating the special committee.

Robert's Rules of Order Newly Revised (RONR) defines a special committee as a committee appointed for a specific purpose. Once the purpose is accomplished, the committee ceases to exist. From time to time, the Senior National Board of Management authorizes special committees.

RONR, page 492 reads: "A *special (select, or ad hoc) committee* is a committee appointed, as the need arises, to carry out a specific task, at the completion of which—that is, on presentation of its final report to the assembly—it automatically ceases to exist. A special committee may not be appointed to perform a task that falls within the assigned function of an existing standing committee."

A quorum is a majority of the members of the committee. A committee does not have the power to determine its quorum unless the national *Bylaws* so provide. In the absence of a quorum, any business transacted is null and void.³² The prohibition of transacting business in the absence of a quorum cannot be waived even by unanimous consent.³³ "The personal approval of a proposed action obtained separately by telephone, by individual interviews, or in writing, even from every member of the board, is not the approval of the board, since the members lacked the opportunity to mutually debate and decide the matter as a deliberative body."³⁴ Recommendations must be made by a majority vote of the committee.

³² RONR (11th ed.), p. 347

³³ RONR (11th ed.), p. 348

³⁴ RONR (11th ed.), pp. 487, 97–99

National and Senior National Nominating Committees

The following describes the duties of the National Nominating Committee, the election procedure used during National Convention, and the Election Code, which governs the procedure, appointment, and duties of the Judicial Committee.

National Nominating Committee

The National President appoints, with the approval of the Senior National President, not later than October 1, a Nominating Committee composed of not less than three nor more than five members and designates one member as chairman. Only members with dues paid by January 1 may serve on this committee. Members of the committee must be current or former National Officers and/or National Chairmen. This committee is usually announced in the Fall issue of the *Children of the American Revolution Magazine*.

The Senior National President and one member of the Advisory Board, appointed by the Senior National President, serve as advisors to the committee. The Nominating Committee and advisors meet in time to prepare a slate of not more than two candidates for each office. Each candidate must consent officially to serve by writing to the Nominating Committee Chairman. The consent to serve must be received before the candidate's name may be placed on the slate.

Not later than March 1, the slate of proposed officers is sent to members of the National Board and Senior National Board of Management and each Senior Society President for local Society President and/or delegates. The Chairman of the Nominating Committee presents the slate during the opening business session of National Convention.

Policies and Procedures for C.A.R. National Nominating Committee Adopted February 7, 2000

National Officers are elected each year by a majority vote of the National Officers, Honorary National Officers who are currently members, State Presidents, Society Presidents and delegates during the National Convention. The term of office is one year beginning at installation. No officer is eligible for re-election to the same office.

1. **National Nominating Committee:** The National Nominating Committee shall be selected according to the national Bylaws of The National Society of the Children of the American Revolution, Article VI, Section 3 and Article VIII, Section 2.F.
 - a. The committee appointments shall be approved by the Senior National President.
 - b. The Parliamentarian may be called upon to advise the committee, if questions arise.
 - c. The National President is not a member of the committee and may not take part in any deliberations or decisions of the committee.
2. **Meetings.** The Senior National President and the Nominating Committee Chairman set the time and place for the meeting of the committee. The committee must conclude the slate in time to be emailed on or before March 1. Members of the committee may conduct business by phone, facsimile, or e-mail.
3. **Selecting the Slate.** The committee will prepare a slate consisting of not more than two candidates for each National Office.
 - a. To be eligible for the office of National President, a candidate shall have been a member in good standing (dues paid by January 1) for not less than three years. For any other National Office, the candidate must have been a member in good standing (dues paid by January 1) for not less than two years. A member whose 22nd birthday will occur prior to the end of the term is not eligible to be nominated for an office.
 - b. The Chairman, or Nominating Committee member designated to do so, contacts the potential candidates to serve as National Officers. After agreeing to serve, each candidate sends a signed acceptance to the Nominating Committee Chairman postmarked within one week. Failure to do so shall be interpreted as a negative reply.
 - c. The committee, when contacting the prospective nominee, should explain what the office entails, including the number of times the officer will be expected to attend the National Board and committee meetings, regional meetings, and National Convention. Candidates also must be advised of the confidentiality of their nominations.

4. **Withdrawals** If a candidate withdraws from a position after agreeing to serve, that candidate is not eligible to run from the floor for any office that year.
5. **Vacancy** There must be at least one candidate for each office. If an office on the slate is vacant less than eight days before the slate is announced the Chairman of the Nominating Committee will fill the vacancy after conferring with the Senior National President.
6. **Confidentiality** Committee members MUST NOT discuss the deliberations of the committee with anyone else except the members of the committee. If it is found that a member of the committee has violated confidentiality, the National President may remove the member from the committee. Those agreeing to be candidates for office may discuss the nomination with only their immediate family and no one else before March 1. If it is found they have done so, but have not otherwise violated the Election Code, they may be removed as candidates for office by the Nominating Committee.
7. **Notification** The Nominating Committee Chairman sends a copy of the complete slate to the National President, Senior National President, and C.A.R. National Headquarters in time for the slate to be announced on or before March 1.

Senior National Nominating Committee

A nominating committee of five members of the Senior National Board of Management is elected at the October meeting preceding the year of election. The Senior National President appoints the chairman. The committee prepares a slate, copies of which are to be sent by written notice to the members of the National Board and the Senior National Board of Management and to each Senior Society President not later than March 1 of an election year.

Policies and Procedures for C.A.R. Senior National Nominating Committee Adopted February 7, 2000 Amended October 17, 2011

Senior National Officers are elected at the Annual Meeting of the Senior National Board of Management in even-numbered years. Senior National Officers, Senior State Presidents (or the respective Senior State Vice Presidents as alternates), and Senior Society Presidents (or the respective Senior Society Vice Presidents as alternates) are the qualified voters.

1. **Senior National Nominating Committee:** The Senior National Nominating Committee shall be selected according to the national *Bylaws* of The National Society of the Children of the American Revolution, Article VII, Section 3 and Article X, Section 2.f.
 - a. The Parliamentarian for the National Society may be called upon to advise the committee if questions arise.
 - b. The Senior National President is not a member of the committee and may not take part in any deliberations or decisions of the committee.
2. **Meetings:** The Senior National Nominating Committee Chairman sets the time and place for the committee to meet. The committee must conclude the slate in time to be sent by written notice on or before March 1. Members of the committee may conduct business by phone, facsimile, e-mail, or Web-based methods.
3. **Selecting the Slate:** The committee will prepare a slate of candidates, copies of which are to be sent by written notice to the members of the National Board and the Senior National Board of Management and to each Senior Society President not later than March 1 of an election year. The slate will consist of at least one candidate for each office.
 - a. All candidates are to be members of the Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution. No Senior National Officer shall be eligible for reelection to the same office. No Senior National Officer who has served four consecutive years in senior national office shall be eligible for election to any office other than to the office of Senior National President until the expiration of at least one year thereafter. The term of office is two years beginning at installation.
 - b. Qualifications of candidates for Senior National Office:

The Senior National Nominating Committee is tasked with nominating the best candidates available for senior national offices.

When electing members to the Senior National Nominating Committee, the Senior National Board of

Management shall consider, in addition to a commitment to all other factors that bear on selecting the best available candidates for senior national offices, members for the nominating committee who would give serious consideration to the following traits and experience in senior leadership for the Society in the persons whom they will nominate for the slate for the slate of Senior National Officers to be reported to the Senior National Board of Management for election:

Candidates who...

- Reflect the ideals of our Mission Statement and are prepared to mentor the membership accordingly
- Possess a true commitment to the National Society and to the members it serves
- Are member-focused in every effort
- Work effectively on the local/state level(s) and on the national level, if afforded that opportunity
- Possess positive, energetic, and inclusive attitudes and leadership styles reflecting such
- Are team players
- Are supportive of the National Society's written words (*C.A.R. Handbook*, *N.S.C.A.R. Bylaws*, codes, etc.)
- Are willing and able to perform the tasks of the office in which they will serve (described further in section 3.d. below)

The Senior National Nominating Committee is also encouraged to create a slate that is balanced both geographically and in the experience levels of its candidates. It is desired that the entire membership across the country be represented on the Senior National Board of Management, as best as can be, and that there be new people, whose fresh ideas and talents are blended with those who have served on the senior national level in the past to create the best possible team of Senior National Officers.

To aid the committee in ascertaining this information, the Senior National Nomination Form can be used along with letters of recommendation received by the committee chairman in accordance with the due date specified.

1. The chairman, or nominating committee member designated to do so, contacts potential candidates to serve as Senior National Officers. After agreeing to serve, each candidate sends a signed acceptance to the Senior National Nominating Committee Chairman postmarked or e-mailed within one week.
2. The committee, when contacting the prospective nominee, should explain what the office entails, including the number of times the officer will be expected to attend the Senior National Board of Management and committee meetings, regional meetings, and National Convention. Some offices require an officer to be in C.A.R. National Headquarters to do the physical work of that office.
3. Candidates also must be advised of the confidentiality of their nominations.
4. **Withdrawal:** If a candidate withdraws from a nomination after agreeing to serve if elected, that candidate is not eligible to run from the floor for any office that year.
5. **Vacancy:** There must be at least one candidate for each office. If an office on the slate is vacant prior to the committee's report at the Annual Meeting of the Senior National Board of Management, the Senior National Nominating Committee Chairman will fill the vacancy after conferring with the other committee members.
6. **Senior National Honorary Vice Presidents:** The Senior National Nominating Committee does not nominate candidates for Senior National Honorary Vice President.
7. **Confidentiality:** Committee members MUST NOT discuss the deliberations of the committee with anyone else except the members of the committee. If it is found that a member of the committee has violated confidentiality, the Senior National Board of Management can vote to remove the member from the committee. Those agreeing to be candidates for office may discuss their nominations with only their immediate families, and no one else, before the slate is announced. If it is found that they have done so, they may be removed as candidates for office by the Senior National Nominating Committee.
8. **Notification:** The Senior National Nominating Committee Chairman sends a copy of the complete slate to the Senior National President and C.A.R. National Headquarters in time for the slate to be prepared and sent by written notice on or before March 1.

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National Project

National Project Guidelines

A National Project must be significant to the National Society or to the nation. National Projects must adhere to goals and principles of N.S.C.A.R. To be considered, proposed National Projects must be sent to the Senior National President prior to February 1.

Required Information

1. Graphics that illustrate project and work to be done with C.A.R. funds
2. Name, address, and pertinent information about the government or private agency responsible for project
3. Name, title, and address of agency contact for further information
4. Name and address of other organizations supporting the project and extent of the involvement
5. Total projected cost to complete entire project determined by an official of the agency
6. Description of the actual work to be done with C.A.R. funds
7. Projected dates for start and completion of the proposed project
8. Name of person or agency responsible to maintain the project
9. Recognition C.A.R. would receive
10. Copies of correspondence with the agency

National Project Approval

Each year, the outgoing National Board recommends a National Project to the incoming National Board. The newly installed National Board considers the recommendation. The newly installed National President recommends a National Project to the Senior National Board of Management. The National Project is financed by donations and sale of theme pins and other items approved by the Senior National Board of Management.

C.A.R. National Projects

...meeting the Object of the Society one year at a time...

The National Projects listed below are described to educate members and seniors on past National Projects and, hopefully, to generate thoughts for future National Projects. Each and every member is challenged to submit new National Project ideas to the National Society to carry the torch to the next generation.

Education

"Acquire knowledge of American History"

- Plaque for the Barn at The Wayside, Concord, Massachusetts, home of the founder of C.A.R., Harriett Mulford Lothrop
- Publication of an educational pamphlet aimed at children visiting The Wayside
- In cooperation with the U.S. Forest Service, established and marked the Pig Iron Nature Trail at Elizabeth Furnace in George Washington National Forest near Harrisonburg, Virginia
- Marked the trail and vista for the Taos-Santa Fe section of the "El Camino Real" in Carson National Forest, New Mexico
- Archaeological dig at Mount Vernon, Virginia
- Desk lamps, library books, dormitory room furnishing, and tractor and plow were given to Bacone College, Muskogee, Oklahoma
- Kate Duncan Smith DAR School in Grant, Alabama, for school lunches, playground equipment, power mower, new silo for storage of grain, electric water cooler, planter for farm, library books, general fund, a lunchroom office, and the new Cultural Arts Center
- Tamasee DAR School, Tamasee, South Carolina, for the Scholarship Funds, memorial lights and memorial trees, playground equipment, piano, electric range for kitchen, C.A.R. Walk, electric meat saw, 30-gallon kettle, electric drinking fountain, canteen, general fund, and an ice cream machine for the dining room

- The Crossnore School, Crossnore, North Carolina, for bedspreads, electric organ, and furnishings for the chapel and blacktop play area
- St. Mary's School for Indian Girls, Springfield, South Dakota, for thirty desks, sixteen dressers and chairs, six irons, typewriters, general equipment including tents and camping equipment, phonographs, records, radios, library, arts and craft material, kitchen equipment, laboratory equipment, movie projector, building fund, scholarship fund, biological models, and copying machine
- Reprinting an activity book, *Mount Vernon Hands-on History: A Discovery of the 18th-Century Life at the Home of George Washington*
- Create a children's coloring book for the Battle of Monmouth
- To **Honor the Defenders of Freedom**, funds were raised for The National World War II Museum, New Orleans, Louisiana, educational outreach program for acquisition of educational materials such as books, maps, DVDs, and CD-Roms for the new Student/Teacher Resource Center
- Commission a Web-page designer for the Yorktown Battlefield as well as to help purchase the badges that the children receive when they complete the online Junior Ranger Program
- Supply the *Liberty or Death* DVDs with N.S.C.A.R. information brochures to all state school systems

Historic Preservation

"Preserve and restore places of Historical importance associated with men and women who forwarded American Independence"

**"Ascertain the deeds and honor the memories
of the men, women and children who rendered service
to the cause of the American Revolution"**

- Furnished and refurbished the Family Parlor on the first floor of Moore House, Yorktown Battlefield, Yorktown, Virginia—A metal plaque at the door bears the insignia and name of The National Society of the Children of the American Revolution. In 1989, the National Park Service changed the Family Parlor to the Master Bedroom with the permission of the Senior National Board of Management.
- Restoration of Wakefield, birthplace of George Washington, on the bank of the Potomac River, Westmoreland County, Virginia, helping to furnish the room in which he was born
- Furnishing and upkeep of Gadsby's Tavern, Alexandria, Virginia—This historic old tavern is composed of two buildings, the Coffee House built in 1752 and the larger, adjoining City Hotel added in 1792. Both buildings were closely associated with George Washington as a young officer, who had headquarters there for recruiting troops. He and Mrs. Washington later dined and attended balls there. Five other United States Presidents have been entertained in the tavern which was made an Historic National Shrine on September 17, 1964. Beginning in the 1930s two rooms honored two Honorary Senior National Presidents of C.A.R., Mrs. C. A. Swann Sinclair and Mrs. William H. Pouch. In the 1990s Gadsby's Tavern was converted to an educational interpretive museum using hands-on exhibits. At that time, exhibits in these two rooms were disassembled—In 1999 the loaned furnishings were returned to C.A.R. These furnishings are now exhibited in The Children's Room located on the third floor corridor, north in Memorial Continental Hall, DAR buildings
- Lafayette and Washington Statues, unveiled in Paris, France, during the 1900 Exposition
- Monument to the Memory of the Prison Ship, *Martyrs*, at Fort Greene, New York
- Maintained the Tomb of the Unknown Soldier of the American Revolution in the churchyard of Old Presbyterian Meeting House, Alexandria, Virginia
- Trans-Mississippi Exposition at St. Louis, Missouri, with an exhibit for C.A.R. Day, September 11, 1904
- Exhibit with original, artistic, and informative signs at Colonial National Historical Park in Yorktown, Virginia. The exhibit informs visitors of the importance of the earthworks adjacent to the Visitors' Center and requests assistance in preserving them—American soldiers used these earthworks as fortresses and trenches to fight the British during the culminating Battle of Yorktown during the American Revolution
- Lighting on the restored steeple on the Old North Church, Boston, Massachusetts—The rector of this church raised a lantern from the steeple to alert Paul Revere that "the British are coming."
- "Legacy Preserved" project of the NSDAR, the Mount Vernon Capital Fund, and the Statue of Liberty-Ellis Island Fund
- Virginia Coast Reserve and Santa Cruz Island Preserve of the Nature Conservancy to help establish Mainland Interpretive Centers
- Restore the Spring House at Washington's Headquarters located in Valley Forge National Historical Park

- Aid in the restoration and preservation of the historic Morris Island Lighthouse located at Folly Beach, Charleston, South Carolina
- Aid in the restoration of the Great Essentials Exhibit at Independence Hall in Philadelphia, Pennsylvania
- Contribution to the Sword Surrender Site Project at Saratoga National Historical Park in New York
- Contribute to the Museum of the American Revolution in Philadelphia Pennsylvania and specifically the restoration of George Washington's headquarters tent, "The First Oval Office"

Patriotism

"Promote the celebration of patriotic anniversaries"

**"Honor and cherish the Flag of the United States of America
above every other flag"**

**"Love, uphold and extend the principles of American liberty
and patriotism"**

- Memorial Bell Tower at Valley Forge, Pennsylvania, and placed a frieze of carved native animals and birds at the top
- Living-legacy trees planted across the nation in honor of the Bicentennial of the Signing of the Constitution of the United States of America.
- The Chapel of the Cross restoration at Mansdale, Mississippi
- Patriotic Education Week supporting the SAR poster campaign "Keep U.S.A. First"
- Bicentennial of the United States of America
- A baby American Bald Eagle was adopted, named, and released into its natural habitat.
- Commissioned a painting of the illustration of the original C.A.R. Charter now displayed at C.A.R. National Headquarters
- Commissioned a bronze sculpture of an American Bald Eagle, C.A.R.'s "Gift to the Nation" now located at the bird house at the National Zoological Park in Washington, District of Columbia
- Pollution-control monitor to aid in restoration of "The Star-Spangled Banner" at the Smithsonian Institution in Washington, District of Columbia
- National Archives project to preserve the Charters of Freedom: the Declaration of Independence, the Constitution and the Bill of Rights—Funds were used in the children's classroom for hands-on learning about these documents.
- Renovation of the Fort Moultrie National Monument Visitor Center, Charleston, South Carolina
- Outdoor classroom at Independence National Historical Park, Philadelphia, Pennsylvania
- Contribution to the Fisher House Foundation toward building a new Fisher House at Fort Belvoir, Virginia, for the use of military families
- Contribution to Student Veterans of America, an organization which supports military veterans to succeed in higher education

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Policies, Procedures, and Guidelines

N.S.C.A.R. Financial Policies and Procedures

Adopted June 2, 2003

Purpose

1. These policies and procedures institute methodology by which expenses authorized by the Senior National Board of Management (SNBM), National Society of the Children of the American Revolution (N.S.C.A.R.), are overseen and paid.
2. The primary reasons for these policies and procedures are to:
 - a. Ensure compliance with the national *Bylaws*
 - b. Ensure compliance with rules, regulations, and motions of the SNBM
 - c. Provide financial policies and procedures for National and Senior National Officers and Chairmen
 - d. Define policies and procedures to permit payment of invoices to N.S.C.A.R.
3. Ensure compliance with the National Society's 501(c)(3) tax-exempt status from the Internal Revenue Service which is based on the society's educational purposes.

Senior National Board of Management

1. The ultimate approval of any expenditure is always the decision of the Senior National Board of Management.
2. Each Senior National Officer and Chairman has the responsibility to become completely familiar with all of the finances of the National Society.
3. Prior to making a motion for the expenditure of any funds, the maker of the motion must determine if there are sufficient funds to cover the expenditure.
4. If the maker of the motion is unsure about the availability of funds, the advice of the Senior National Treasurer, the Senior National President, and/or the Finance Chairman may be sought.
5. A motion to expend funds must include the purpose of the expenditure, the source of funding, and a maximum amount.

Senior National Treasurer

1. In addition to the duties delineated in the national *Bylaws*, the Senior National Treasurer has the responsibility to:
 - a. Track income and expenses.
 - b. Oversee payment of budgeted items.
 - c. Oversee payment of projects approved by motions.
 - d. Determine that proper financial procedures are followed.
 - e. Report any cost overruns to the SNBM for authority prior to paying the invoice.

Recurring Expenses

1. Expenses that are usual and customary are considered recurring expenses and may be paid without further board approval if the motion to approve the budget included such authorization.
2. Recurring expenses include, but are not limited to:
 - a. Salaries
 - b. Office supplies
 - c. Equipment rental
 - d. Maintenance
 - e. Utilities and Telephone
 - f. Postage
 - g. Printing and Reproduction
 - h. Insurance
 - i. Meeting space (non convention)
 - j. Magazine production and mailing
 - k. Convention deposits and expenses

Non-recurring Expenses

1. Non-recurring expenses are considered unusual and extraordinary occasional expenses.
2. Non-recurring expenses of \$1,000 or more require two or more bids or a cost analysis.
3. Non-recurring expenses require SNBM approval.
4. Non-recurring expenses include, but are not limited to:
 - a. Capital Acquisitions
 - b. Museum Acquisitions
 - c. Sales items
 - d. Special Events
 - e. Entertainment

Authorization for payment

1. Original vendor invoices must be presented with request for payment.
2. Receipts must be presented when requesting reimbursement.
3. Expenses may not be prepaid, unless approved by the Senior National Board of Management.
4. There is no authority to pay unbudgeted invoices.

Budget

1. National Bylaws require the Finance Committee to prepare a budget to be submitted to the October meeting of the Senior National Board of Management each year for the ensuing fiscal year (March 1 - last day of February).
2. Approval of the budget does not authorize payment of budgeted funds unless there is authorization in the motion to accept the budget.
3. Recurring expenses:
 - a. A motion to adopt the budget must include a provision to authorize expenditure of recurring expenses.
 - b. Sample Motion: "I move to adopt the proposed budget as presented and adoption of the budget is authorization to pay the recurring expenses."
4. Non-recurring expenses:
 - a. The budget can contain an amount for a specific project or committee to hold those funds for use during the fiscal year.
 - b. Even if budgeted, all non-recurring expenses must be approved by the SNBM.
5. Unforeseen expenses:
 - a. Can be paid only if authorized by the Senior National Board of Management
 - b. If a true emergency expenditure is required between boards, the board can be polled and the expenditure authorized; the action must be ratified at the next meeting of the SNBM.
6. A budget may be amended by the SNBM
 - a. With notice – a majority vote is required.
 - b. Without notice – a 2/3 vote is required.
7. Budgeted funds must be used during the fiscal period.
8. Funds not spent may not be held over and used the next fiscal year but may be re-budgeted the next year.

Budgeting Procedures

1. Each June, the Chairman of the Finance Committee prepares a Budget Request Form.
2. The Budget Request Form is then sent to all Senior National Officers and Senior Chairmen of Program, Standing and Special Committees.
3. Any Senior National Officer or Senior National Committee Chairman, wishing to pursue a project requiring funds of the National Society, must prepare a written proposal detailing the project, expected cost, and any projected income.
4. No later than August 15, the Senior National Officers and Senior Chairmen must send the budget request to the Chairman of the Finance Committee.
5. If desired, any Senior Officer or Chairman may present a proposal in person to the Finance Committee at the appointed budget meeting to be available to clarify any questions that may arise.
6. No later than September 15, the Finance Committee creates a Draft Budget and sends it to the Senior National President, the Senior National Treasurer and the Senior National Corresponding Secretary.
7. The Senior National Corresponding Secretary includes the Draft Budget in the Call to Board for the October meeting.

8. The Finance Committee meets in October to hold budget discussions to fairly and adequately analyze any requested fund expenses for inclusion in the annual budget and to resolve any questions.
9. All expense requests shall be considered and weighed with regard to Federal Regulations governing the Society, the Object of the Society, the N.S.C.A.R. Mission Statement, the N.S.C.A.R. Long Range Plan, goals of the current administration, educational projects of the Society, and financial prudence.
10. The proposed budget shall include all anticipated income and expenses of the National Society.
11. The Finance Committee presents the proposed budget to the SNBM at the October meeting for consideration.
12. At the time the proposed budget is presented, the Finance Committee must also bring to the SNBM a list of other proposed projects, expected cost, and funding sources that were not included in the budget.

N.S.C.A.R. Web Site Guidelines

Adopted April 23, 1998

Amended February 9, 2009

1. Brief history of C.A.R.*
2. The Object of C.A.R.*
3. The C.A.R. Creed*
4. The American's Creed*
5. Membership information*
6. National Theme*
7. National Project*
8. National contest information*
9. Calendar of national events*
10. Description and price of C.A.R. merchandise*
11. Links to C.A.R. State and Local Society, DAR, SAR, S.R., and other approved Web sites
12. E-mail address for point of contact to respond to inquiries*
13. An e-mail directory may be listed only in an Authorized Users section.
14. Personal addresses or phone numbers may be listed only in an Authorized Users section.
15. Additional Web site content must be approved by the National Information Technology Committee.
16. Great care should be taken to protect the identity of members on the public section of the Web site, e.g., connecting full name with the society and location.

*Required

Exceptions to these guidelines must be approved by the Senior National Board of Management.

State Society Web Site Guidelines

Adopted April 23, 1998

Amended February 9, 2009

1. Link to the N.S.C.A.R. Web site*
2. When the C.A.R. insignia is used on a Web site, refer to the *C.A.R. Handbook* and national *Bylaws* on using the insignia.*
3. Use of the C.A.R. branding image (logo) is encouraged.
4. State Theme
5. State Project
6. State contest information
7. Calendar of state events
8. Description and price of state merchandise
9. E-mail address for point of contact to respond to inquiries*
10. An e-mail directory may be listed only in an Authorized Users section.
11. Personal addresses or phone numbers may be listed only in an Authorized Users section.
12. Great care should be taken to protect the identity of members on the public section of the Web site, e.g., connecting full name with the society and location.

*Required

Exceptions to these guidelines must be approved by the National Information Technology Committee.

Local Society Web Site Guidelines

Adopted April 23, 1998

Amended February 9, 2009

1. Link to the N.S.C.A.R. Web site*
2. When the C.A.R. insignia is used on a Web site, refer to the *C.A.R. Handbook* and national *Bylaws* on using the insignia.*
3. Use of the C.A.R. branding image (logo) is encouraged.
4. Society Theme
5. Society Project
6. Society contest information
7. Calendar of state events
8. Description and price of society merchandise
9. E-mail address for point of contact to respond to inquiries*
10. An e-mail directory may be listed only in an Authorized Users section.
11. Personal addresses or phone numbers may be listed only in an Authorized Users section.
12. Great care should be taken to protect the identity of members on the public section of the Web site, e.g., connecting full name with the society and location.

*Required

Exceptions to these guidelines must be approved by the National Information Technology Committee.

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Promoters

National Promoters and Life Promoters aid the National Society by payment of fees to N.S.C.A.R. Each promoter receives the *Children of the American Revolution Magazine*. National Promoter pins and Life Bars are available from Hamilton Insignia. Deceased Life Promoters and deceased current National Promoters are remembered at the annual Memorial Service.

National Promoters

The Senior National President appoints National Promoters. The Senior National Board of Management confirms the appointments. Names may be presented to the Senior National President by any member of the Children of the American Revolution, Daughters of the American Revolution, Sons of the American Revolution, or Sons of the Revolution. They have no legislative authority. C.A.R., DAR, SAR, and S.R. members may suggest names of persons to the Senior National President. The annual fee of \$25 is sent directly to C.A.R. National Headquarters. Each National Promoter receives the *Children of the American Revolution Magazine*.

Life Promoters

The Senior National President appoints Life Promoters. The Senior National Board of Management confirms the appointments. An individual who wishes to be a National Promoter for life pays a Life Promoter fee of \$100 to N.S.C.A.R. for the Life Promoter Fund. It is not necessary to be a National Promoter before becoming a Life Promoter. Once an individual is appointed a Life Promoter, the annual National Promoter fee is no longer paid. Each Life Promoter receives the *Children of the American Revolution Magazine* for life.

Intentionally Left Blank

Official C.A.R.

Transfers

The Senior National Treasurer keeps records of members once they are admitted to membership. All correspondence related to transfers should be addressed to the Senior National Treasurer. The term "transfer" correctly refers to a change in membership from one local society to another, to membership at large, or from membership at large to a local society. The member who is "transferred" remains in N.S.C.A.R.

No member is entitled to more than one transfer in any twelve-month period. A member-at-large uniting to form a local society is not regarded as transferred. New members may be transferred to another society or to membership at large without having been a member for one year. All transfers become effective upon the issuance of the transfer certificate by the Senior National Treasurer.

Transfer from a Local Society to Another Local Society or to Member-at-large

A member with dues paid for current year desiring to transfer from one local society to another or to member-at-large requests a transfer in writing to the member's Senior Society President with a copy to the Senior National Treasurer. The Senior Society President certifies, within two weeks, in writing to the Senior National Treasurer, as to the standing in the local society. If not, the Senior National Treasurer will presume good standing and issue the transfer certificate provided the member is not in arrears for dues to the National Society.

If the member has current dues paid and has not received a transfer certificate during the past twelve months, the Senior National Treasurer will issue a transfer certificate to the Senior Society President losing the member. The Senior Society President losing the member is responsible for forwarding the transfer certificate and a copy of the application to the Senior Society President gaining the member. A society may choose to retain the original application and send a copy or send the original application to the society gaining the member.

A record copy of an application may be obtained from C.A.R. National Headquarters for a fee. In the event the member is transferring to member-at-large, the Senior Society President sends the transfer certificate and application to the member leaving.

Transfer from Member-at-large to a Local Society

A member-at-large with dues paid for current year invited to transfer to a local society writes a letter requesting a transfer certificate, countersigned by the Senior Society President of the local society, to the Senior National Treasurer. The Senior National Treasurer issues a transfer certificate to the Senior Society President gaining the member. The member furnishes a copy of the application to the local society. A record copy of an application may be obtained from C.A.R. National Headquarters for a fee.

Charter

The charter for a local society bears an illustration of the historic meeting between George Washington and a company of children and the words he used on the occasion. The name of the local society, the place and date of organization, and the names of the following are placed on the charter: Senior Organizing President, President, Vice President, Chaplain, Recording Secretary, Corresponding secretary, Treasurer, Registrar, Historian, Librarian, Curator, Color Bearer, and organizing members. The names of the charter members may be included. The organizing members are those who were members at the time the society was organized. Charter members are those who joined the society after the organizing meeting but during the first year. The Seal of the Society is affixed.

Membership Certificate

The N.S.C.A.R. Membership Certificate is a design authorized by the Senior National Board of Management and may be issued upon payment of the current fee. The Seal of the Society, impressed on a gold wafer, is affixed.

C.A.R. Logo

The Senior National Board of Management approved on April 22, 2004, a branding image created for C.A.R. This C.A.R. logo can be used in any way by local or state societies without seeking permission from the Senior National Board of Management.

C.A.R. Seal

The Seal of the Society depicts the figures of a boy and girl in dress appropriate to the Continental period. Between them is a shield, above which are thirteen stars arranged in a symbolic setting. Around the rim is the name, The National Society of the Children of the American Revolution. The Senior National Board of Management must approve use of the Seal of the Society.

C.A.R. Motto

The motto of the National Society is *For God and My Country*.

C.A.R. Colors

The official colors of the National Society are red, white, and blue of the shades used in the flag of the United States of America.

C.A.R. Flower

The official flower of the National Society is the white carnation.

C.A.R. Tree

Founder of N.S.C.A.R. Harriett Mulford Lothrop planted the original C.A.R. Tree at Mount Vernon, Virginia, in 1895. Originally, it grew near the Old North Bridge in Concord, Massachusetts. During Hurricane Hazel in 1954, this tree was severely damaged and was removed in 1958. Dorothy Buckton, National President, planted the current C.A.R. Tree near the Tomb of George and Martha Washington at Mount Vernon on April 20, 1958. It is a magnolia and a genetic descendant of a tree brought to Mount Vernon by George Washington.

The following is the story of the C.A.R. Tree as told by Mrs. Lothrop:

On the completion of the work of founding The National Society of the Children of the American Revolution, it seemed to me that the most important work to be done was to connect the living personality of Washington to the minds and hearts of the children that they could not fail to recognize him as their friend of today.

It was necessary therefore to lift him out of the pages of history into the realm of the living present, where they could see him, and honor and love him. How could it be done? Clearly, only in one way. By making Mount Vernon, his home, the place where the children could meet Washington, the Father of his Country, with the same simple delight as if they were actually going to Grandfather's old home, where the family drew together in affectionate remembrance.

The next question was, how could this be accomplished? Then the voice of the tree began to be heard, and it spoke to me! Nothing is so vital, so strong, so enduring as a tree! Oh, if only one can be planted there in the name of the children, what a marvelous appeal to the young people of our country it would be! They could not avoid its call. And going to his home, they could never forget that Washington was their loving, personal friend of today!

But the vision of the C.A.R. Tree at Mount Vernon seemed perilously near to fading, when I realized how difficult it was at that time to get the permission for the planting of trees there. But, then I also realized that nothing was hopeless that concerned the Children's cause. It never is, and it never will be, and so I put the case before the Regents of Mount Vernon.

They responded with prompt courtesy, not only granting the permission, but more. They asked where I would like the tree to be planted. I replied on the greensward midway between the mansion and the old tomb where Washington was in the habit of pacing to and fro to gaze across the Potomac.

It seemed to me most fitting that a tree, taken from near the Old North Bridge at Concord, Massachusetts, where, Emerson said, "was fired the shot heard 'round the world," should express this tribute, and one of the leading patriotic citizens of the old Colonial town, Mr. Charles W. Prescott, gladly recognizing this, effected the work of taking up the tree and its transportation to Mount Vernon.

In 1896, the Annual Convention was held, as was that of the Daughters of the American Revolution, in February during the week in which Washington's Birthday occurred. As no planting was permissible in that season, the sacred soil taken from around the tree, was sent on, and with appropriate ceremonies witnessed by a large circle of patriotic citizens, and the group of the newly fledged C.A.R. Society, the ground was broken, and the sacred soil laid within.

To Colonel Harrison H. Dodge, the Superintendent of Mount Vernon, we were indebted, and shall ever be, for the presence here of this living tribute to Washington. From that 22nd of February 1896, he has been the constant protector of this tree, the emblem of the love and veneration of the C.A.R. for Washington.

On April 19, 1896, he planted the tree in this spot, and telegraphed me the joyful fact. We were holding a mass meeting in the old Parish 'Continental Church' at Concord, Massachusetts, waiting for the news. Up-borne by the booming of the cannon and the ringing of the bells that always proclaimed the end of the celebration of that historic birthday, the dawn of the American Republic, was flashed over the wires by Colonel Dodge. The Children of the American Revolution Tree was planted at high noon today at Washington's home, Mount Vernon!

The tree had many vicissitudes and some experiences that sorely threatened its young life. Blizzards and other storms attacked it. Colonel Dodge watched and cared for it with unremitting fidelity and brought it through to vigor and beauty. To him we owe the life of this tree, the C.A.R. tribute to Washington.

C.A.R. Spoons and Fork

In 1913, N.S.C.A.R. commissioned and offered for sale three official spoons and a matching fork reflecting the principles of American liberty and patriotism. These were described in the February 22, 1913, and the May 22, 1913, issues of the *Children of the American Revolution Magazine*.

Cast in sterling silver, one had a plain bowl for \$1.75, one had the official seal of N.S.C.A.R. embossed in the bowl for \$1.75, and the third had the official seal of N.S.C.A.R. embossed in the bowl and enameled in colors for \$2.00. The matching fork sold for \$2.00.

The beautiful handle of the three spoons and fork was designed by John Lamar Kimbell, Jr., of Shreveport, Louisiana, a member of the John Hancock Society, C.A.R. The handle features a sculptured bust of George Washington above the C.A.R. insignia. The enameled spoon also has enamel in the insignia on the handle.

During the Centennial Celebration, one of the original spoons was donated to C.A.R. In the mid-1950s, when Elizabeth Prince Bennett Campaigne was a child and had just become a member of C.A.R., she went to a flea market with her parents. Having a small amount of money to spend, she bought a C.A.R. enameled spoon. In 1961–1962, she served as National President of C.A.R. During the Centennial Celebration, she donated this valued possession to N.S.C.A.R. in memory of her mother, Louise Monsell Bennett. This original spoon is now framed and on display at C.A.R. National Headquarters.

In 2000, N.S.C.A.R. introduced a limited edition of 200 reproductions of the enameled spoon. The proceeds benefit the Archival Preservation Fund.

In 2006, C.A.R. was able to purchase a C.A.R. fork and a C.A.R. spoon with embossed seal in bowl without enameling through eBay. This fork and spoon are now in the archives and on display in the N.S.C.A.R. Museum at C.A.R. National Headquarters.

So far, C.A.R. has not been able to locate a C.A.R. spoon with plain bowl. This is a typical example of a needed archival item. C.A.R. is highly desirous of locating this item in the future.

Archival Material

All C.A.R. members and seniors are encouraged to look for C.A.R. memorabilia at antique shops, flea markets, estate sales, and yard sales. Another source is to search on the Internet.

Insignia

The insignia of the Society is a circle of silver overlaid with gold, the outer rim a garter of heraldic blue enamel carrying the name, Children of the American Revolution. The insignia bears an eagle with outspread wings in the center of an open space, together with the flag, held in the eagle's talons. The flag in red, white, and blue enamel, draped, one half with the stars on blue field over a garter and the end of red and white stripes floating. The name and/or national number of the owner are engraved upon the back of each insignia. The insignia of the National Society worn by the National President during the term of office is superimposed upon a sunburst.

Ribbon

The official ribbon has a red center with white and blue edges. C.A.R. bars and pins are placed on the ribbon in the order determined by the Senior National Board of Management. The neck ribbon designating officers has a red center with white and blue edges. Honorary and Past National Officers and State Presidents wear neck ribbons in the reverse colors, having a white center with red and blue edges.

Use of Insignia and Ribbon

The insignia is worn on a ribbon over the left breast or on the left lapel of a suit coat in the area of the heart. The insignia of the National Society may be combined with an approved ribbon or sash.

Official insignia and ribbon are worn only at local, state, regional, and national C.A.R. and other appropriate functions or when representing the organization. The insignia is not to be worn while attending a function of another organization unless the member is attending in an official C.A.R. capacity. Likewise, insignia of another organization should not be worn at a C.A.R. function unless the person is attending that function representing the other organization. The insignia should not be worn on the street, in restaurants, or in public places. The insignia may only be worn if an official C.A.R. function is taking place then and there.

The bar for current office shall be at the top of the ribbon and the insignia attached at the bottom. The ribbon shall be 1¼-inches wide with a red center and white and blue edges. Honorary or Ex/Past bars or pins may be worn when applicable and should be placed in the proper order. C.A.R. insignia is not to be worn with insignia of any other organization except miniature insignia.

The Senior National Board of Management determines the width and design of ribbon. The Senior National Board of Management approves the manner in which ribbons and sashes may be worn. The official ribbon may not be used for decorative purposes. Commercial ribbon in the official colors, red, white, and blue, may be used for flowers, wreaths, or other articles used on official occasions.

The members and seniors of the Children of the American Revolution do not involve C.A.R. in the politics of another organization. Therefore, no campaign paraphernalia of any other organization may be worn or displayed at any function of the Children of the American Revolution. This includes pins, stickers, tote bags, etc. No other organization insignia or ribbon may be worn at a C.A.R. function except when DAR, SAR, or S.R. officials are invited to represent their societies at C.A.R. functions.

The Centennial Pin is the only C.A.R. donation pin, approved by the Senior National Board of Management, to be worn on the official ribbon, including the neck ribbon and sash. Various donation pins such as the 300 Club Pin, 300+ Club Pin, Apple Slice Pin, C.A.R. *Magazine* 100th Anniversary Pin, Endowment Fund Pin, Golden Anniversary Endowment Fund Pin, Golden Apple Pin, Golden Apple Pin with diamond chip, Harriett Lothrop Medallion, Library Fund Pin, Magazine Fund Pin, Magazine Special

Donor Benjamin Franklin Medallion, Mountain Schools Pin, Museum Major Benefactor Red Apple Pin, Voyager Fund Pin, and state pins of any kind have NOT been approved by the Senior National Board of Management to be worn on the official ribbon, neck ribbon, or sash.

Neck Ribbons

The C.A.R. neck ribbon is not to be worn while attending a function of another organization unless the member is attending in an official C.A.R. capacity. Likewise, a neck ribbon of another organization should not be worn at a C.A.R. function unless the person is attending that function representing the other organization. The neck ribbon, like the insignia, should not be worn on the street, in restaurants, or in public places. The neck ribbon may only be worn if an official C.A.R. function is taking place then and there. The Centennial Pin is the only donation pin, approved by the Senior National Board of Management, to be worn on the official neck ribbon.

National Officers of the Children of the American Revolution wear the National Officer Pin and insignia attached at the end of the 1¼-inch-wide, red-center neck ribbon. An Honorary National President may wear the Honorary National President Pin with insignia at the end of the 1¼-inch-wide, white-center neck ribbon. Past National Officers may wear the Ex/Past National Officer Pin with insignia at the end of the 1¼-inch-wide, white-center neck ribbon.

The insignia and neck ribbons worn by the National Officers are the property of The National Society of the Children of the American Revolution. Each year at National Convention, the officers-elect receive the insignia and neck ribbon after each has made a \$250 deposit, payable to N.S.C.A.R. At the close of the term, the officers receive a refund provided the insignia and neck ribbon are returned in good condition to the Senior National Chairman, Insignia and Ribbon.

State Presidents wear the State President Bar with insignia attached at the end of the ½-inch-wide, red-center neck ribbon. Honorary State Presidents wear the Honorary State President Pin with insignia at the end of the ½-inch-wide, white-center neck ribbon. Past State Presidents (those who served as State President but were not elected Honorary State President) wear the Ex/Past State President Pin with insignia at the end of the ½-inch-wide, white-center neck ribbon. The length of the drop for the State President and National Officer neck ribbons is 13 inches long from the back of the neck to the point of the "V." Therefore, when ordering ribbon, the length should be 27 inches to allow for the 13 inches on each side of the neck with space to attach a clasp.

Senior Officer Sash

Senior officers are entitled to wear the official sash of the office described below:

Current Senior Officer Sash		
Senior National President	4 inches wide	red center
Senior National Officer	2½ inches wide	red center
Honorary Senior National Vice President	2½ inches wide	white center
Honorary Senior National President	4 inches wide	white center
Senior State President	1¼ inches wide	red center
Past Senior Officer Sash		
Past Senior National Officer	2½ inches wide	red center bisected by ¼-inch wide white line
Past Senior National Honorary Vice President	2½ inches wide	white center bisected by ¼-inch wide blue line
Honorary and Past Senior State President	1¼ inches wide	white center

Senior National Officers wearing the sash also may wear the official ribbon containing official bars or pins. The exceptions to this are the Senior National President and Honorary Senior National Presidents who wear the enlarged, especially designated pin of office.

For women, the sash for the above-listed senior officers is worn over the right shoulder and below the left arm. The sash should cross and be pinned or snapped at the level of the hip, and the ends of the sash should be skirt length. It is suggested that ladies use a suitable pin at the shoulder and a second pin at the hip to hold the sash in proper place. The Centennial Pin is the only donation pin, approved by the Senior National Board of Management, to be worn on the official ribbon or sash. For men, the sash should extend from the right shoulder to the left side of the waist and be worn under a suit coat.

Various donation pins such as the 300 Club Pin, 300+ Club Pin, Apple Slice Pin, *C.A.R. Magazine* 100th Anniversary Pin, Endowment Fund Pin, Golden Anniversary Endowment Fund Pin, Golden Apple Pin, Golden Apple Pin with diamond chip, Harriett Lothrop Medallion, Library Fund Pin, Magazine Fund Pin, Magazine Special Donor Benjamin Franklin Medallion, Mountain Schools Pin, Museum Major Benefactor Red Apple Pin, Voyager Fund Pin, and state pins of any kind have NOT been approved by the Senior National Board of Management to be worn on the official ribbon or sash.

A senior leader may wear insignia, bar(s) of office, and ancestor bar(s) obtained as a member of The National Society of the Children of the American Revolution on the same ribbon with that of senior status. The highest current position bar is at the top of the ribbon.

C.A.R. Recognition Pin and Miniature Replica

A replica of the C.A.R. insignia in miniature with a pin on the back is known as a recognition pin and may be worn upon the left breast or lapel. A miniature replica of the insignia may have a loop at the top to be worn with miniature replicas of other organizations attached to a bar or suspended from an approved miniature ribbon. The C.A.R. recognition pin, miniature replica of the insignia on bar or miniature ribbon, or C.A.R. rosette may be worn at any appropriate time.

Official Jeweler

Hamilton Insignia

Oxford Court

930 Town Center Drive, Suite G50

Langhorne, PA 19047

Telephone 800-786-5890 or 215-545-6200

Fax 855-420-6365

www.hamiltoninsignia.com/categories/Children-of-the-American-Revolution/

kszabo@hamiltonjewelers.com

jmeyer@hamiltonjewelers.com

Order of Placement of C.A.R. Pins and Bars

Members

National Officer or Ex/Past National Officer
National Chairman or Ex/Past National Chairman
State President, Ex/Past State President,
or Honorary State President
State Officer or Ex/Past State Officer
State Chairman or Ex/Past State Chairman
Society President or Ex/Past Society President
National Promoter Pin with Life Bar
National Promoter Pin
Life Member Pin
Centennial Pin
Ancestor Bar
C.A.R. Insignia

Seniors

Senior National Officer or Ex/Past Senior National Officer
Senior National Chairman or Ex/Past Senior National Chairman
Senior State President, Ex/Past Senior State President,
or Honorary Senior State President
Senior State Officer or Ex/Past Senior State Officer
Senior State Chairman or Ex/Past Senior State Chairman
Senior Society President, Ex/Past Senior Society President,
or Senior Organizing President
Senior National Officers Club
National Promoter Pin with Life Bar
National Promoter Pin
Grandmother Pin
Life Member Pin
Other pins or bars of office obtained as a member
Centennial Pin
Ancestor Bar
C.A.R. Insignia

Use of Insignia as a Die

When a copy of the insignia is used as a die, it must have the place of honor at the top or upper left corner. When the insignia is used in a document (printed or electronic, such as a Web site), it shall have the place of honor at the top or upper left corner. The insignia aspect ratio shall not be changed. No writing or printing shall be placed above the insignia. When the insignia is included on a letterhead or pamphlet on an occasion with the DAR, SAR, or S.R., the C.A.R. insignia is placed at the upper right corner.

Use of Insignia as a Seal Sticker

When a copy of the insignia is used as a sticker, it is placed at the top center or upper left corner. It is not to be used as a fastener for holding paper together. Common uses of the sticker are on covers for programs, yearbooks, and history books.

The insignia cannot be used for any other purpose unless specifically authorized by the Senior National Board of Management. A letter requesting permission to use the insignia for another purpose must be sent to the Senior National President. Full details including a proposed motion are to accompany the request. No further action may be taken until written authority is received from the Senior National Board of Management.

Grave Markers for Deceased Members and Deceased Senior Leaders and Patriot Ancestors

The placement of historical plaques is encouraged at the local and state levels but the Senior National Board of Management must approve the wording on the plaques.

Grave markers are for C.A.R. members with dues paid for current year at time of death and for adults who have served or are serving at time of death in the following positions: Senior National Officers or Chairmen, Senior State Officers or Chairmen, or Senior Society Presidents, and Patriot Ancestors.

The markers are bronze. Four-inch markers are available with lug-mounting hardware; six-inch markers are available with lug-mounting or stake-mounting hardware. Markers can be made with or without an additional piece at the top on which the word, "Member," "Senior," or "Patriot" may be designated.

Grave markers must be approved prior to ordering, the Grave Marker Application Form is available on the N.S.C.A.R. Web site. Approval and delivery process may take 6 to 16 weeks.

After approval, markers can be order directly from:

Newman Brothers Inc.
5609 Center Hill Avenue, Cincinnati, Ohio 45216
Telephone 513-242-0011 or 800-447-1072 outside Cincinnati
Fax 513-242-0015
Loretta@newmanbrothers.com

DAR and SAR Medals

Some members and seniors are honored to receive DAR and/or SAR medals (Good Citizen, etc.). When these are worn with official C.A.R. insignia and ribbon, they should be placed alongside the ribbon. When these are worn with official C.A.R. neck ribbon, they should be placed on the left breast or lapel.

Donation Pins

C.A.R. has various pins, received by donation, for particular funds. These are not official insignia. Therefore, they should not be worn on the official ribbon. The Centennial Pin is the only exception to this. By ruling of the Senior National Board of Management, the Centennial Pin may be worn on the official ribbon which includes neck ribbons worn by National Officers.

None of the other pins are to be worn on the official ribbon. These include the 300 Club Pin, 300+ Club Pin, Apple Slice Pin, *C.A.R. Magazine* 100th Anniversary Pin, Endowment Fund Pin, Golden Anniversary Endowment Fund Pin, Golden Apple Pin, Golden Apple Pin with diamond chip, Harriett Lothrop Medallion, Library Fund Pin, Magazine Fund Pin, Magazine Special Donor Benjamin Franklin Medallion, Mountain Schools Pin, Museum Major Benefactor Red Apple Pin, Voyager Fund Pin, and state pins of any kind.

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Flags

Flag of the United States of America

The flag of the United States of America is prominently displayed at all C.A.R. events. At all times it must be treated with respect and the Flag Code followed. The Children of the American Revolution have special traditions for protocol and processions pertaining to the flag.

At local, state, regional, and national functions, color bearers carry the flags. Members carrying flags must be tall enough and strong enough to carry easily full-size flags and poles. The flag of the United States of America must never be allowed to touch the floor.

The flags should process in the following order:

Flag of the United States of America
State flag(s)
C.A.R. flag

If the event is a memorial service in a church, the Christian flag may be processed ahead of the flag of the United States of America. The order of the additional flags would be the same. Flags are always first in the processional. Pages and aides escorting the officers follow the flags.

The color bearer carrying the flag of the United States of America must carry it slightly higher than the other flags. White gloves must be worn when carrying the flag of the United States of America.

When approaching the lectern, the color bearer carrying the flag of the United States of America turns to the left, and the color bearers carrying the state flag and C.A.R. flag turn to the right. When the color bearers reach the appointed spot, they turn to face the audience.

The presiding officer's agenda should call for the posting of the colors. The flag of the United States of America is posted in its standard first, followed by the other flags. The color bearers then retire to the seats via the sides of the room.

All persons in the audience, except those in uniform, hold their right ungloved hand over their hearts while the flag of the United States of America is in motion. Those present in uniform should render the military salute at the moment the flag passes. All males not in uniform should remove their headwear with their right hand and hold it at the left shoulder, the hand being over their heart. Noncitizens should stand at attention. Flags are held at attention during the opening ritual which includes The Pledge of Allegiance to the Flag of the United States of America, "The Star-Spangled Banner", The American's Creed, and The C.A.R. Creed.

Color bearers do not recite The Pledge of Allegiance to the Flag of the United States of America, sing "The Star-Spangled Banner", nor repeat the creeds during any of the opening ritual. They remain standing at attention with gloves on. While holding the flag, color bearers should keep their legs slightly bent with feet slightly turned outward as this makes it easier to stand for a long period of time. When reciting The Pledge of Allegiance to the Flag of the United States of America and singing "The Star-Spangled Banner", the audience must stand, with right ungloved hand over the heart.

When the ritual is over, the presiding officer then calls for the colors to be posted. Persons in the audience again hold their right hands over their hearts when the flag of the United States of America is being posted.

The recessional order of the flags is always the same order as the processional (first in, first out). Colors should be recessed at the end of each session. The colors must be recessed if they will be processed in again at the beginning of the next session. The presiding officer will call for the colors to be recessed. The color bearers will come forward to each flag. The flag of the United States of America is removed from its standard first, then the state flag(s) followed by the C.A.R. flag. The colors are recessed in this order, usually to music, but may be recessed in silence.

At the conclusion of the function, the colors should be retired. The flag of the United States of America is retired first followed by the state flag(s) and the C.A.R. flag. When the colors are recessed or retired, the participants in the audience must stand and hold their right hands over their hearts until the flag of the United States of America is out of view. Persons in uniform should salute the flag of the United States of America as it passes.

Flag Retirement Ceremony

When it is in such condition that it is no longer a fitting emblem for display, the flag of the United States of America should be destroyed in a dignified way, preferably by burning. There is no prescribed way to dispose of an unserviceable flag of the United States of America.

The following ceremony has been developed from several sources for use by societies. It can be used with a number of people or can be changed so that one person can handle the entire ceremony alone.

Flag Chairman or Society Chaplain says,

"Mr./Madam President, I have an unserviceable flag of the United States of America which has been given to me for disposal."

Society President or Senior Society President says,

"**The Flag Code reads,** 'An old, torn, or soiled flag should be destroyed, preferably by burning.' You may advance with the flag for inspection."

Flag Chairman or Society Chaplain says,

"I present this flag for your inspection. This flag has become worn in service as an emblem of our country, in the service of memory and tribute to our honored dead, and in respect to events honored by our national holidays. I recommend that it be fittingly destroyed."

Society President or Senior Society President says,

"Children of the American Revolution, this flag has been presented and condemned as unusable. It has reached its present state in proper service of tribute, memory, and love. A flag may be a flimsy bit of printed gauze or a beautiful banner of finest silk. Its intrinsic value may be trifling or great, but its real value is beyond price for it is a precious symbol which has inspired our country, a free nation of free men, devoted to the ideals and practices of justice and freedom."

(At this time in the ceremony, it is permissible for four children to hold the flag by the corners; a fifth child can cut it in half, then in quarters. It is then no longer a flag.)

Flag Chairman or Society Chaplain says,

"These remnants of red, white, and blue are no longer serviceable as a flag of the United States of America and therefore can be burned. The Chaplain will offer a prayer."

Society Chaplain says,

"Almighty God, bless and consecrate this present hour. We thank Thee for our country and its flag and for the liberty for which it stands. We thank Thee for the beauty of this symbolism which has inspired us from generation to generation. Bless to us, its reminders of heroic sacrifices, its call to devotion, and service on our part and grant that we may be true to the ideals it teaches, that it is the highest type of patriotism that may be developed. As we show reverence for our flag, may we build within ourselves honor and justice and integrity of life. In Thee, O Lord, do we put our trust. Bless our United States of America, we pray, and make her Thine own messenger of righteousness and peace. We ask this in Thy name. Amen."

Society President or Senior Society President says,

"We will stand at attention for the burning of the flag. (All stand.) To clean and purging flames, we commit this flag."

(The children take the remnants of the flag to the Senior Society President. The Senior Society President places the remnants on the flames. The fire should be hot enough to burn the remnants of the flag instantly as nylon flags tend not to burn immediately. Patriotic music may be played during the burning. Later, after the fire has cooled, the ashes should be buried, but it is not expected that the attendees will remain for the burial.)

Society President or Senior Society President says,

"This concludes the ceremony. We are adjourned."

C.A.R. Flag

The regulation size Children of the American Revolution flag is three by four and one half feet with three vertical stripes of red, white, and blue—white in the center and red at the staff. The center of the white bears the insignia of the National Society in true colors as authorized for the insignia.

The name of a state society or a local society may be placed in a semicircle above the insignia in lettering of dark blue as the stripe in the C.A.R. flag or heraldic blue as the garter of the insignia. Smaller flags in exact proportions and colors may be manufactured for use on appropriate occasions.

Regulation size C.A.R. flags may be obtained by contacting a flag dealer in your area that deals directly with Annin & Co., the official C.A.R. flag maker. Small flag sets including a flag of the United States of America and a C.A.R. flag may be purchased at C.A.R. National Headquarters. See current Mail Order Form.

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Parliamentary Authority

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* (RONR) govern the National Society in all cases to which they are applicable and in which they are not inconsistent with national *Bylaws*. The National Society may adopt special rules of order. The National Society has adopted Standing Rules for Senior National Board of Management meetings which are followed at each meeting and sent in the Call to Board for meetings at which reports are given.

Amendments

National *Bylaws* may be amended at the Annual Meeting in April by a quorum of members of the National Board and the Senior National Board of Management. All amendments to be considered must have been submitted by formal written notice to the previous January/February meeting of the Senior National Board of Management and sent with the call to the joint meeting. A two-thirds vote of the combined membership of the boards present and voting is required for the adoption of any amendment(s).

No general revision or amendment(s) relative to the number, terms, duties, or eligibility of National Officers or Senior National Officers may be proposed in a year of election of Senior National Officers.

The Bylaws Committee must propose all amendments to the Senior National Board of Management. Proposed amendments may originate either with the Bylaws Committee or be proposed to that committee by the National Board, the Senior National Board of Management, the Advisory Board, a state society, or a local society. Amendments proposed by a local society must be endorsed by at least five other local societies in at least four different states. When a body other than the Bylaws Committee proposes an amendment, the Bylaws Committee in consultation with the proposing body will prepare the proper amendment language.

Amendments to the national *Bylaws* take effect at the close of the National Convention following the meeting of the Senior National Board of Management at which they were adopted. Amendments dealing with the number of National and Senior National Officers take effect at the time of the next election of officers.

Dissolution

Although the period of duration of the National Society is perpetual, if for any reason the National Society is to be dissolved or otherwise terminated, no part of the property of the National Society or any of the proceeds shall be distributed to or inure to the benefit of any of the officers, senior officers, members, or senior leaders of the national organization. Upon the dissolution of the National Society, assets shall be distributed by the Senior National Board of Management for one or more exempt purposes within the meaning of IRC 501(c)(3), or the corresponding section of any future federal tax code and consistent with the purposes and objectives of The National Society of the Children of the American Revolution. Any such assets not so disposed of shall be disposed of by the United States District Court of the District of Columbia, exclusively to such organization or organizations as said Court shall determine, which are organized and operated within the meaning of IRC 501(c)(3), with purposes and objectives consistent with those of the National Society.

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Protocol

...Traditions and etiquette honoring those in positions of leadership...

National Society

The National Society of the Children of the American Revolution has unique protocol requirements because of the parallel positions of officers and senior officers at the national, regional, state, and local levels. While good manners are the rules one follows in everyday life, C.A.R. protocol is the set of rules prescribing official good manners in honoring those in positions of leadership. Whenever in doubt about a situation, contact a knowledgeable, experienced person in your state. When all else fails, ethics, courtesy, common sense, logic, and ordinary kindness should prevail.

The official order of precedence for any C.A.R. function is based on current rank or position. Elected officers rank above appointed officials. The host/hostess or person presiding holds the first position. At the local society level, it is the Society President. At the state society level, it is the State President. At the regional meeting, it is the National Vice President for the Region. At the National Society level, it is the National President.

The National President and the Senior National President are the highest ranking officers of the organization and should be given the place of honor at all times. In the event another National or Senior National Officer is designated as the official representative, that officer is accorded the place of honor of the National President or Senior National President. Members and seniors should rise whenever the National President or Senior National President is presented or introduced. This is not to honor the person but is a deserved courtesy in recognition and tribute to the high office.

Members should **not** rise when the president of any other organization is introduced such as the President General of the Daughters of the American Revolution, President General of the Sons of the American Revolution, or General President of the Sons of the Revolution.

All C.A.R. officials are entitled to special places in the order in which they appear in the National Roster. This includes National and Senior National Officers, State and Senior State Presidents, and National and Senior National Chairmen. The number of people in receiving lines varies with needs and traditions. Participants in receiving lines and processions wear white gloves. The right glove is removed for The Pledge of Allegiance to the Flag of the United States of America and "The Star-Spangled Banner".

Order of Precedence

National President
Senior National President
President of the United States of America
Governor of State
Mayor of City
Minister
National Officers
Senior National Officers
Honorary National Presidents ³⁵
Honorary Senior National Presidents ³⁶
State Presidents
Senior State Presidents
Senior National Honorary Vice Presidents
National Chairmen
Senior National Chairmen

Processions The order for processions is the reverse of precedence order. The color bearers, pages, and aides lead the procession followed by the last officer/chairman in the National Roster. Officers

³⁵ Earliest administration first

³⁶ Earliest administration first

assigned personal pages or aides follow the personal page or aide assigned. Detailed information for processions and recessions appears in the National Convention Guidebook and is made available to the Senior Chairman of Processions during each administration. The colors are retired at the close of the final business session. All in attendance remain in place until the meeting is adjourned.

Seating All National Officers and Senior National Officers should have special seats with name cards and be seated in the order the name appears in the National Roster with exceptions as noted. The Parliamentarian, distinguished guest speakers, and program participants are seated on the platform before the procession starts if space permits. Otherwise, they are seated in a prominent section before the procession starts. Detailed information for seating is in the National Convention Guidebook for the Senior Chairman of Seating during each administration.

Regional Meetings

At regional meetings, the National Vice President for the Region and the Senior National Vice President for the Region outrank the National President and the Senior National President.

Order of Precedence

National Vice President for the Region
Senior National Vice President for the Region
National President
Senior National President
State President of the Host State
Senior State President of the Host State
State Presidents of the Region
Senior State Presidents of the Region
Governor of State
Mayor of City
Minister
National Officers
Senior National Officers
Honorary National Presidents³⁷
Honorary Senior National Presidents³⁸
State Presidents of Other State Societies
Senior State Presidents of Other State Societies
Senior National Honorary Vice Presidents
National Chairmen
Senior National Chairmen

If the host state society is giving a reception for seniors and adult guests, the Senior State President of the host state society heads the receiving line. If the reception is the responsibility of the region, the Senior National Vice President for the Region heads the receiving line followed by the Senior State President of the host state society and the other Senior State Presidents of the region. Each Senior National Vice President for the Region receives a Regional Notebook which includes details on seating. The Regional Notebooks are distributed to the incoming Senior National Vice Presidents for the Regions by the incoming Senior National President usually prior to National Convention in election years of Senior National Officers.

The procession order for flags differs slightly for regional meetings. Most regional meetings include only the state flags of each state within the region; however, some regional meetings include the state C.A.R. flags as well as the state flags. The colors are retired at the close of the final business session. All in attendance remain in place until the meeting is adjourned.

State Society

Members should rise whenever the State President, Senior State President, National President, or Senior National President is presented or introduced. The State President and Senior State President are the highest-ranking officers in the state society and outrank the National President and Senior National President who should be given the place of honor at all times. This is not to honor the person but is a deserved courtesy in recognition and tribute to the high office. At the state society level, the state roster should be followed.

³⁷ Earliest administration first

³⁸ Earliest administration first

Members should **not** rise when the head of any other organization is introduced such as the State Regent of the Daughters of the American Revolution, State President of the Sons of the American Revolution, or State President of the Sons of the Revolution. The official Order of Precedence is used for any C.A.R. function based on current rank.

Order of Precedence
State President
Senior State President
National President
Senior National President
Governor of State
Mayor of City
Minister
State Officers
Senior State Officers
National Officers
Senior National Officers
Honorary National Presidents³⁹
Honorary Senior National Presidents⁴⁰
State Presidents of Other State Societies
Senior State Presidents of Other State Societies
Senior National Honorary Vice Presidents
National Chairmen
Senior National Chairmen
Honorary State Presidents⁴¹
Honorary Senior State Presidents⁴²

If the host society is giving a reception, the Society President and Senior Society President head the receiving line. If the reception is the state society's responsibility, the Society President and Senior Society President of the host society greet the guests at the door and direct them to the receiving line. The State President and Senior State President head the receiving line.

Processions. The order for processions is the **reverse of precedence order**. The color bearers, pages, and aides lead the procession line followed by the last officer/chairman in the roster. Officers assigned personal pages or aides follow the personal page or aide assigned. In processions, the flag of the United States of America is always carried in front of or to the right of all other flags. State conference processions include the state flag. The flag of the United States of America is at the front of the procession. The state flag and the state C.A.R. flag may follow in single file or side by side. If the flags are single file in the procession, the proper order is as follows: flag of the United States of America, state flag, and state C.A.R. flag. If the flags are side by side in the procession, the flag of the United States of America is alone at the front of the procession. The state flag is on the right side, and the state C.A.R. flag is on the left side. The colors are retired at the close of the final business session. All in attendance remain in place until the meeting is adjourned.

Business Session - Platform or Head Table Facing Audience. Those persons in the procession are seated on the platform (with the exception of the State Recording Secretary) with the pages and aides sitting in back of the persons when they are serving. The State Recording Secretary is seated at a small table in front of the platform with the Senior State Recording Secretary. There should be place cards for everyone at the head table. Seating at the head table is as follows:

State President and Senior State President in center
State President right of the lectern
Senior State President left of the lectern
National President right of the State President
Senior National President left of Senior State President
Parliamentarian directly behind State President and

³⁹ Earliest administration first

⁴⁰ Earliest administration first

⁴¹ Earliest administration first

⁴² Earliest administration first

Senior State President
State (First) Vice President right of the National President
State Officers alternating right of the National President and
left of the Senior National President
Distinguished guest speaker right of the
National President
Program participants to the right and left of the State Officers
(space permitting)

If the State President and the Senior State President request that a representative attend a state conference in place of the National President or the Senior National President, the same courtesies normally shown to them should be extended to the official representative.

Audience—Facing the Platform. A seating card with correct title is placed on each chair in the reserved sections. All seating is by the National Roster. A page or an aide is seated in the first chair by the aisle of each row. It is helpful to have a seating card in each chair or each section.

Members. From right side, start at the center aisle, seat in the order listed below:

- Row 1 - National Officers, Honorary National Presidents (if still C.A.R. members with dues paid for current year), and State Presidents of other states
- Row 2 - National Chairmen and Honorary State Presidents (if still C.A.R. members with dues paid for current year)
- Row 3 - Voting Delegates (The Senior Society President sits with the society delegation.)
- Row 4 - Other C.A.R. members
- Row 5 - Guests

Adults. From left side, start at the center aisle, seat in the order listed below:

- Row 1 - Senior State Officers and program participants not seated on platform
- Row 2 - Senior National Officers, Honorary Senior National Presidents, Senior State Presidents of other states,
Senior National Honorary Vice Presidents, Senior State Chairmen, Senior National Chairmen, Honorary State Presidents, Honorary Senior State Presidents, DAR State Regent, SAR State President, S.R. State President (or appointed representatives of the three organizations), DAR, SAR, S.R. National Officers, parents, and other guests.

Meals. Luncheons for state conferences may be informal. If the luncheon is a seated meal, there should be place cards for all of the following:

Head Table—All those on the platform or head table during the business session, except pages, aides, and program participants, are seated in the same order with the governor of the state or the mayor and/or speaker sitting to the right of the State President (or National President if in attendance).

Other Tables—Special seats should be arranged for all who are entitled to reserved seating at business sessions, spouses, and members of the State Conference Committee.

Local Society

At the local society level, the Society President and Senior Society President outrank the State President and Senior State President, the National Vice President for the Region and Senior National Vice President for the Region, and the National President and Senior National President. The order of precedence is identical to that of the state society except that the Society President and the Senior Society President are the highest-ranking officers. Visiting dignitaries and Society Officers follow them in order according to the official roster. All C.A.R. officials listed on the National Roster are entitled to special places in the order in which they appear in the roster.

The society delegation should rise when the Society President reports. During the memorial service, the society delegation should rise when the society is called. Members should rise when officers are presented and at the entrance of the procession. At local society functions, the audience should rise when the mayor or other dignitary is presented. Standing may present a health problem for some individuals and common sense allows them to remain seated. The offices they are holding at the time of the function determine the place of honor given to National and Senior National Officers, State and Senior State Officers, National and Senior National Chairmen, State and Senior State Chairmen, and guests. At the local society level, the local society roster should be followed.

The Society has the custom of standing, removing the glove from the right hand, and placing the right hand over the heart when the flag of the United States of America is being processed. This should be continued until the flag is stationary and when the flag is recessed until the flag is out of sight. This also should be done for The Pledge of Allegiance to the Flag of the United States of America and "The Star-Spangled Banner". Persons in military uniform should salute. Hats, worn by males, are held over the heart. Everyone should stand for The American's Creed, The C.A.R. Creed, the Object of the Society, the Mission Statement, and "The C.A.R. Song."

Installation Ceremony

Persons taking the oath shall raise right ungloved hand and keep it upright until the response to the question is given.

"Having been duly elected or appointed to these offices of the (national, state, or local society) Children of the American Revolution, do you solemnly swear to uphold the Constitution of the United States of America and the bylaws of the (national, state, and local society) Children of the American Revolution and further promise that you will faithfully discharge the duties of your offices to the best of your knowledge and ability, and do you further promise to uphold the principles of this organization and at all times conduct yourself uprightly and according to the laws as becomes an officer of the Children of the American Revolution, so help you God?"
Answer: "I do."

"Members of the (national, state, or local society), please rise. Do you solemnly promise to encourage and assist these officers in the discharge of their duties and at all times to further the growth and interests of the society?" Members in unison shall reply: "We do." (This is to be followed by a short prayer.)

Placing of Ribbons of Office

Following the administration of the oath of office to National Officers and State Presidents at the National Convention, the outgoing and incoming National Presidents place the neck ribbons with insignia of office on the newly installed National Officers and State Presidents. Similarly, the Senior National President places the sash ribbons on the newly installed Senior National Officers and Senior State Presidents. In a year of general election of seniors, the incoming Senior National President assists.

The insignia and neck ribbons worn by the National Officers belong to N.S.C.A.R. National Officers may receive their insignia and neck ribbons after they have each made a \$250 deposit payable to N.S.C.A.R.

Senior National Officers, State Presidents, and Senior State Presidents are responsible for providing the ribbon which will be placed on them at the Installation Ceremony.

Customs for C.A.R. Functions

Invitations All invitations should contain complete information as to place, date, time schedule of events, directions to function, prices of events, name and address of person taking reservations, and deadline for reservations. All invitations should be acknowledged promptly with notes of acceptance or regret. **This is a must.**

Greetings Greetings should be brief and to the point. Too many greetings take much time, are tiring, and are unfair to a speaker who may have spent long hours preparing an address. The highest-ranking guest is usually introduced first. If there are many official guests, one of those having the same rank may be asked to bring greetings for each group thus avoiding calling upon a large number of guests. When introducing a number of guests, ask the audience to hold the applause until all have been presented.

Special Courtesies

The National and Senior National Presidents travel at their own expense. Special courtesies should be extended to National and Senior National Presidents who are invited to attend a function as guests of honor. Arrangements should be made to meet them at the airport, bus station, etc. and to provide for their needs and comfort during their stay.

At National Convention, the convention weekend expenses of the National President and Senior National President including the hotel room, meals, banquet, and pilgrimage are to be borne by the National Society from National Convention funds. At state conferences, the expenses of the National and Senior National Presidents are to be borne by the state society. At regional meetings, the expenses of the

National and Senior National Presidents are to be borne by the region. Such expenses include, but are not limited to, lodging, meals, registration, tour, and all special activities for a maximum of three days. Incidental personal expenses are excluded.

When a local society invites the National President and/or Senior National President to a function, that local society is responsible for similar expenses. If desired, a corsage, token gift, or a donation in their honor to the National Project may be presented. A personal page or aide should be provided as a courtesy.

Sample Prayers and Memorial Service

C.A.R. Prayer

Our heavenly Father, inspire us with a greater love for American ideals and help us ever to be worthy descendants of our worthy ancestors. Amen.

Sample Installation Prayers

Bless, oh Lord, these new officers of the ____ Society of the Children of the American Revolution. Guide and instruct them as they carry out their duties and continue to bring new and fresh ideas to our organization and our nation. Amen.

Dear Father, we pray that You will help our C.A.R. leaders in the duties which they have assumed today. Make them to be ever mindful of the vows which they have taken and of the responsibilities which are theirs. May their influence be of the highest character and their leadership the most effective. Guide and direct them and all of us who work with them. We ask it in Thy name. Amen.

Sample Invocations

May the Lord bless this meeting of the Children of the American Revolution. Please guide us as we conduct our business in the achievement of our goals and ideals set forth in our creed and in our daily life both in and out of C.A.R. Amen.

We pray that our forebears, as they look down on us from eternal glory, will be confident that we will continue their work in creating and maintaining one Nation under God, indivisible, with liberty and justice for all. Amen.

We invoke Thy blessing, Lord, upon all who are gathered here and pray that we may receive inspiration now to be of greater service to God and country. Keep us in Thy grace and love for we ask it in Christ's name. Amen.

Sample Benedictions

Guard and protect us, dear Lord, until we meet again. Amen.

Mispah Benediction - May the Lord watch between me and thee while we are absent one from another. Amen.

Our most gracious Eternal Father, we thank Thee for the opportunity to have had our C.A.R. meeting today. We pray that You will be with us as we depart that we might return safely home and that we might remember those commitments which we have made today through Jesus Christ our Lord. Amen.

Sample Memorial Service

N.S.C.A.R. Insignia⁴³

Memorial Service

Local or State Society Name

Memorial Service Date

Processional..... "God of Our Fathers, Whose Almighty Hand"⁴⁴
 Invocation Name of Chaplain
 Scripture reading Name of Senior Chaplain
 Hymn (printed in program) Name of person
 In Loving Tribute to the Members..... Name of Chaplain
 Roll Call of Remembrance for Seniors Name of Senior Chaplain
 The Lord's Prayer..... Name of Chaplain
 Hymn (printed in program) Name of person
 Benediction Name of Chaplain

⁴³ Place at top center of first page.

⁴⁴ National Hymn

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Pledges, Creeds, and Songs

The Pledge of Allegiance to the Flag of the United States of America

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.

The pledge received official recognition by Congress when it passed an act approving it on June 22, 1942. The phrase "under God" was added by Congress on June 14, 1954. President Eisenhower said when signing the act, "In this way we are reaffirming the transcendence of religious faith in America's heritage and future; in this way we shall constantly strengthen those spiritual weapons which forever will be our country's most powerful resource in peace and war."

Allegiance is pledged to the flag because it is the symbol of the country. As President Wilson said in his 1917 Flag Day message:

This Flag, which we honor and under which we serve, is the emblem of our unity, our power, our thought and purpose as a nation. It has no other character than that which we give it from generation to generation. The choices are ours. It floats in majestic silence above the hosts that execute those choices, whether in peace or war. And yet, though silent, it speaks to us of the past, of the men and women who went before us, and of the records they wrote upon it.

We celebrate the day of its birth; and from its birth until now it has witnessed a great history, has floated on high the symbol of great events, of a great plan of life worked out by a great people.

The American's Creed

The American's Creed, written by William Tyler Page during the turmoil of war, is a statement of faith in America and its ideals. On April 6, 1917, President Wilson asked for a Declaration of War with a belief that America needed to become involved in Europe's war for the sake of democracy worldwide. There was protest, especially when the Selective Service Act was passed with forced recruitment of soldiers.

Amidst the turmoil and tension, a national contest was held to develop an American's Creed. Among the 3,000 entries, the entry by William Tyler Page of Friendship Heights, Maryland, was the winner. He was a descendant of President John Tyler and former Congressman John Page who served in the House of Representatives from 1789–1797. Mr. Page served as a Congressional page in 1881. Until his death in 1942, Mr. Page served as Clerk to the House of Representatives.

The words in The American's Creed were written at a time of turmoil and conflict at home and abroad. They are appropriate to all Americans and become even more meaningful as the historical context of the original words is considered.

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign Nation of many sovereign States; a Perfect Union, one and inseparable; established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its Flag and to defend it against all enemies.

—William Tyler Page

The C.A.R. Creed

The C.A.R. Creed was written by Ethel Vance Mosher and reflects the ideals and views of the members of the Children of the American Revolution. The creed is recited by members and seniors at all official C.A.R. meetings.

I believe in the Children of the American Revolution as an organization for the training of young people in true patriotism and love of country in order that they shall be better fitted for American citizenship.

As a descendant of the Founders of my Country, I believe that my birthright brings a responsibility to carry on their work, and that as the boys and girls of 1776 took an active part in the War for Independence, so the boys and girls of today have a definite work to do for their Country.

As a member of the Children of the American Revolution, I believe it is my duty to use my influence to create a deeper love of country, a loyal respect for its Constitution and reverence for its flag, among the young people with whom I come in contact."

—Ethel Vance Mosher

The C.A.R. Song

"The C.A.R. Song" was written by Martha Parkinson Mills, copyright, 1928 and is an uplifting song reflecting those ideals for which American patriots lived, fought, and died in order to save our nation from tyranny.

M.P.M.

(Original Key, C Major)
Martha Parkinson Mills



We're mem-bers of the C. A. R., A great and might-y
Those great and no-ble pa-tri-ots who of-fered up their
The blue calls out to us, "Be true." the white calls out, "Be

band. We To pledge our might for the cause of right, For home and na-tive
blood, pure.' We To save a new born na-tion from ty-rant's
rod. pure.' 'Be red, 'Be new brave, their blood they gave, that this land might en-

land. We love the Old Glo-ry and we ev-er strive to be Most
rod. pure.' 'Be red, 'Be new brave, their blood they gave, that this land might en-

wor-ty de-scend-ants Of wor-ty an-ces-try. We love thee Old
rod. pure.' 'Be red, 'Be new brave, their blood they gave, that this land might en-

Glo-ry and our hearts are staunch and true. We love each stripe and
rod. pure.' 'Be red, 'Be new brave, their blood they gave, that this land might en-

ev-'ry star of our flag red, white, and blue.
rod. pure.' 'Be red, 'Be new brave, their blood they gave, that this land might en-

Copyright, 1928, by Martha Parkinson Mills

Recessional (Please rise.)

The C.A.R. Song

We're members of the C.A.R.,
A great and mighty band.
We pledge our might for the cause of right,
For home and native land.

We love thee Old Glory
And we ever strive to be
Most worthy descendants
Of worthy ancestry.
We love thee Old Glory
And our hearts are staunch and true.
We love each stripe and ev'ry star
Of our flag red, white, and blue.

Those great and noble patriots
Offered up their blood,
To save a new born nation
From a cruel tyrant's rod.

We love thee Old Glory
And we ever strive to be
Most worthy descendants
Of worthy ancestry.
We love thee Old Glory
And our hearts are staunch and true.
We love each stripe and ev'ry star
Of our flag red, white, and blue.

The blue calls out to us, "Be true,"
The white calls out, "Be pure,"
The red, "Be brave, their blood they gave,
That this land might endure."

We love thee Old Glory
And we ever strive to be
Most worthy descendants
Of worthy ancestry.
We love thee Old Glory
And our hearts are staunch and true.
We love each stripe and ev'ry star
Of our flag red, white, and blue.

—Martha Parkinson Mills

The Star-Spangled Banner

The valiant defense of Fort McHenry by American forces during the British attack on September 13, 1814, inspired 35-year-old, poet-lawyer Francis Scott Key to write the poem which was to become our national anthem, "The Star-Spangled Banner". The poem was written to match the meter of the English song, "To Anacreon in Heaven." In 1931, the Congress of the United States of America enacted legislation that made "The Star-Spangled Banner" the official national anthem.

O say can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming,
Whose broad stripes and bright stars through the perilous fight
O'er the ramparts we watch'd were so gallantly streaming?
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there,
O say does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?

On the shore dimly seen through the mists of the deep
Where the foe's haughty host in dread silence reposes,
What is that which the breeze, o'er the towering steep,
As it fitfully blows, half conceals, half discloses?
Now it catches the gleam of the morning's first beam,
In full glory reflected now shines in the stream,
'Tis the star-spangled banner - O long may it wave
O'er the land of the free and the home of the brave!

And where is that band who so vauntingly swore,
That the havoc of war and the battle's confusion
A home and a Country should leave us no more?
Their blood has wash'd out their foul footsteps' pollution.
No refuge could save the hireling and slave
From the terror of flight or the gloom of the grave,
And the star-spangled banner in triumph doth wave
O'er the land of the free and the home of the brave.

O thus be it ever when free men shall stand
Between their lov'd home and the war's desolation!
Blest with vict'ry and peace may the heav'n rescued land
Praise the power that hath made and preserv'd us a nation!
Then conquer we must, when our cause it is just,
And this be our motto - "In God is our trust,"
And the star-spangled banner in triumph shall wave
O'er the land of the free and the home of the brave.

—Francis Scott Key

Associated Organizations

Senior National Officers Club

The Senior National Officers Club was organized on May 10, 1946, in Washington, D.C. The late Mrs. C. A. Swann Sinclair, Honorary Senior National President, promoted the organization to further the Object of The National Society of the Children of the American Revolution, to assist in giving continuity in the work of the national committees, to foster cooperation among the Senior National Officers, and to be of friendly assistance to new Senior National Officers.

The object of the club is to promote the principles on which The National Society of the Children of the American Revolution was founded, to assist and support the National Society as requested, to give financial support to the National Society, and to continue the interest of those who have served on the National and Senior National Boards.

Any member of the DAR, SAR, or S.R. having served as a Senior National Officer or Senior State President or as a National Officer or State President of The National Society of the Children of the American Revolution and who is not currently a C.A.R. member is eligible to membership in this club. The Senior National Officers Club operates as a separate entity from the N.S.C.A.R. Therefore, dues should be sent to the treasurer of the Senior National Officers Club. Inquiries should be sent to the president of the club using the home address.

C.A.R. Alumni Foundation

The Children of the American Revolution Alumni Foundation (CARAF) was established in April 2001 to join together former C.A.R. members through various social activities and Internet communications, to promote the activities of N.S.C.A.R. through leadership, education, financial support and grants, and to continue and rekindle friendships of former C.A.R. members. The first president was Lindsay Dawn Ames of Oklahoma.

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Brief Histories of the National Society

The following brief histories are provided for the benefit of both members and seniors. They are listed in chronological order, from when the particular heading first occurred. It is sincerely hoped that this information will be of interest and will assist those planning future events of the National Society.

Founding of the National Society

On February 22, 1895, at the Fourth Continental Congress held in the Church of Our Father, Washington, D.C., Harriett Mulford Lothrop, the Regent of the Old Concord Chapter, Massachusetts, in a response to the address of the President General, Mrs. Stevenson, referred to the advisability of forming a young people's society to be called Children of the American Revolution, who would be made ready to enter the ranks of the Daughters and Sons of the American Revolution. At that same Congress on the morning of the fourth day, Mrs. Lothrop said:

The time remaining to us to complete the work of this Congress is so brief that the fewest words possible must be used to bring forward this great and important cause of the children and youth. The children and youth of America have a right to demand the opportunity to secure all these rights and privileges that help forward a perception and adoption of those American principles and institutions for which their ancestors fought and died.

On whom does this responsibility rest, who will see to it that the children and youth have these rights and privileges which, by reason of their youth, they cannot claim and provide for themselves? Surely the women of America are, by their God-given offices of mother and sister, set apart to do this very work; and the Daughters of the American Revolution are again set apart from all other mothers and sisters, because of their membership in this sacred cause for which this Society works.

I appeal for the children and youth of America, and I add to my appeal this resolution: "Resolved, that the Society of the Children of the American Revolution shall be organized and adopted by the Daughters of the American Revolution."

The resolution was seconded by Mrs. Pryor, Miss Dorsey, Mrs. McLean and others; and it was unanimously carried with great applause.

On Friday, April 5, 1895, at an adjourned meeting of the National Board of Management, DAR, with Mrs. John W. Foster, President General presiding, Mrs. Lothrop addressed the board and said it was "desirable that the Children's Society be under the control and direction of the 'Mother Society,' the DAR, and requested the privilege of two small desks in the anteroom for the use of the officers of the Children's Society."

The decision was reached that the term, "Children of the American Revolution," could not be changed by the board, and the Constitution of the Children of the American Revolution was adopted. It was decided by the founders that C.A.R. should be INCORPORATED as a SEPARATE ORGANIZATION and that its officers should be members in good standing in the DAR. Later this ruling was extended to include members in good standing in the Sons of the American Revolution and the Sons of the Revolution.

Organized at Washington, D.C., on April 5, 1895, The National Society of the Children of the American Revolution was incorporated under the laws of the District of Columbia, April 11, 1895, and by such incorporation, "The Headquarters of Chief Office of said National Society was fixed in the City of Washington in the District of Columbia." On April 2, 1919, the N.S.C.A.R. was reincorporated under the laws of the District of Columbia with perpetual incorporation.

The Story of Your Charter by Harriett Mulford Lothrop, Founder of The National Society of the Children of the American Revolution

Very soon after I founded the National Society C.A.R., I chose its motto, and then I began to search for a true, historic basis for a sketch for the Charter. I consulted every possible authority on Washington and his time. At last, at the Congressional Library, I found the following, which I copied from the volume, giving the story with suggestions for the sketch to be prepared. This when completed, I laid before our National Board C.A.R., and it was accepted.



From *Memoirs of His Own Time, Including the Revolution, the Empire, and the Restoration* by Lieut.-Gen. Count Mathieu Dumas, in two volumes, London: 1839, Vol. 1, pp. 32-33:

General Washington and General Rochambeau decided on passing the whole of the winter (1780-81) in passive observation, always holding themselves ready to profit by the most favourable circumstances which might present themselves. The whole of this comparative suspension of hostilities was well employed in putting the American Army in good condition for the opening of the campaign; and General Rochambeau, on his side, who was expecting the arrival of a second division, prepared himself to aid our allies with vigor. General Washington, accompanied by the Marquis de la Fayette, repaired in person to the French headquarters. We had been impatient to see the hero of Liberty. His dignified address, his simplicity of manner, and mild gravity, surpassed our expectation, and won every heart.

After having conferred with Count Rochambeau, as he was leaving us to return to his headquarters near West Point, I received the welcome order to accompany him as far as Providence. We arrived there at night; the whole of the population had assembled from the suburbs; we were surrounded by a crowd of children carrying torches, reiterating the acclamations of the citizens; all were eager to approach the person of him whom they called father, and pressed so closely around us that they hindered us from proceeding. General Washington was much affected, stopped a few moments, and pressing my hand, said: "We may be beaten by the English; it is the chance of war; but behold an army which they can never conquer."

From diligent search among all authorities, I have never been able to find any earlier mention of Washington as "Father," the honor doubtless belonging to this little band of children grouped to reverently welcome him in 1780. The Children of the American Revolution is indeed an army that can never be conquered.

National Conventions

The first National Convention was held on February 22, 1896, with Harriett Mulford Lothrop presiding. She rang a Petticoat Bell to open the Congress held at the Church of Our Father in Washington, D.C. The Petticoat Bell was a token commemorating the patriotic heroine, Anna Warner Bailey.

Also at the first National Convention, Margaret Mulford Lothrop, member #1, of Concord, Massachusetts, and Sarah Smith Howard, daughter of Eleanor Washington Howard, of Mount Vernon birth, presented a historic gavel. The hammer was crafted of wood from the homes of the first four Virginia

Presidents of the United States. The handle was carved from wood preserved from the Old North Bridge over which Paul Revere rode on April 19, 1775.

Early National Conventions were held in The Children's Room. Other locations were Memorial Continental Hall, Red Cross Building Auditorium, and The Mayflower Hotel.

In 1920, the 25th anniversary of C.A.R. was celebrated by planting a tree—under the shadow of the beautiful Children's Room in Memorial Continental Hall—as a memorial to C.A.R. members and graduates who served in The Great War (World War I). For many years the Children of the American Revolution were invited to the White House for receptions and were always greeted by the First Lady.

In 1934, SAR presented its first Traveling Banner to C.A.R. The DAR followed with a DAR Traveling Banner in 1939 and was followed by the S.R.

From 1895 until 1939, the presiding officer was the National President who was an adult. During the term of National President Mrs. William H. Pouch, the national *Bylaws* were changed to permit members to become Junior National Officers. The first Junior National President presided at the 1941 National Convention.

In 1945 on the occasion of the 50th anniversary of C.A.R., there was no possibility of a celebration because of World War II. The first C.A.R. Band performed in 1958. At the April 1958 National Board Meeting, there was a national *Bylaws* revision to change "Junior National Officers" to "National Officers," and adult "National Officers" to "Senior National Officers."

In 1962 with great fanfare, the National Convention moved to the Sheraton Park Hotel (later named the Sheraton Washington and now the Marriott Wardman Park). National Conventions were held there through the 1991 National Convention.

The 1970 National Convention was very special because it marked the 75th anniversary of C.A.R. The N.S.C.A.R. Museum had undergone an extensive renovation and was dedicated on this occasion.

In 1976 to celebrate the Bicentennial of the United States of America, the National Convention was a very special patriotic one. The head table and the balcony at the Cotillion Room at the Sheraton Park Hotel were festooned with red, white, and blue bunting. The United States Marine Corps Band performed to the delight of all attendees. To patriotic music, several United States flags led the procession, including all the state flags, followed by several more United States flags. Dessert after the banquet was also very exciting. Baked Alaska with lighted sparklers on top for each table was carried down the elegant stairway into the darkened room.

In 1980 on the 85th anniversary of C.A.R., seventeen Honorary National Presidents and eight Honorary Senior National Presidents were honored in a "Parade of Presidents." At this convention, the annual banquet was changed to an Awards Banquet for the first time.

The 96th anniversary of C.A.R. along with the 50th anniversary of National Presidents was celebrated in 1991. Twelve Honorary National Presidents were honored at the Awards Banquet.

The 97th National Convention in 1992 was held at the Marriott Crystal City, Arlington, Virginia. The 98th and 99th National Conventions in 1993 and 1994 were at the Radisson Plaza at Mark Center, Alexandria, Virginia. At the 99th Convention, the George Washington Honor Medal was presented to C.A.R.

In 1995, the 100th anniversary of C.A.R. was celebrated at the National Convention. Sixteen Honorary National Presidents and ten Honorary Senior National Presidents attended. Two live American Bald Eagles, Challenger and America, made their appearance. The National Project, an oil painting of the C.A.R. Charter of George Washington with children was dedicated. A "Gift to the Nation from the Children" was a bronze sculpture of an American Bald Eagle in flight. This gift to the National Zoological Park, Washington, D.C., was presented in appropriate ceremonies on Sunday during the Annual Pilgrimage.

The next National Project was to adopt a baby American Bald Eagle and to release it into the wild. This baby eaglet, Freedom Flyer, was named by the children at the 101st National Convention in 1996. During the New Century Celebration Banquet, a "Parade of Artifacts," showcased the various treasures which had been conserved by the Society on the occasion of the Centennial Celebration.

The 1997 and 1998 National Conventions were held at the Fairview Park Marriott in Falls Church, Virginia. In 1998, remembering Thomas Jefferson, a wreath was placed at the Jefferson Memorial. The

original Lothrop C.A.R. Gavel which was now 100 years old and was originally presented by C.A.R. member #1, Margaret Mulford Lothrop, was retired to the N.S.C.A.R. Museum.

From 1999 through 2008, the National Conventions were held at the Hyatt Regency Crystal City in Arlington, Virginia. In 2000, on Opening Night of DAR Continental Congress, C.A.R. Archival Preservation Spoon #109 was presented to the President General of NSDAR in honor of the 109th Continental Congress. At the C.A.R. Awards Banquet, Archival Preservation Spoon #1 was presented to Honorary National President Elizabeth Prince Bennett Campaigne in appreciation of her generous donation of the original spoon which made this project possible. The 2001 National Convention was privileged to have the Marine Corps Silent Drill Platoon perform to the delight of the assembly.

At the 2002 National Convention, C.A.R. history was made. For the first time, an Honorary National President was elected Senior National President.

The 2009 through 2012 National Conventions were held at the Crystal Gateway Marriott in Arlington, Virginia. Beginning in 2013, the National Convention is being held at the Renaissance Arlington Capital View Hotel in Arlington, Virginia.

Current Annual Pilgrimage traditions include:

- a wreath laying at the Tomb of the Unknowns at Arlington National Cemetery;
- placement of memorial wreaths at the Tomb of George and Martha Washington and the Installation Ceremony on the green at Mount Vernon;
- a Memorial Service for departed members and seniors at the Old Presbyterian Meeting House and the memorial wreath laying in the churchyard at the Tomb of the Unknown Soldier of the American Revolution in Alexandria, Virginia.

Children of the American Revolution Magazine

The first issue of the *Children of the American Revolution Magazine* was published on February 22, 1912, with a subscription price of 25 cents. The first advertisement appeared in 1921. By 1923, the magazine was published every other month for a price of 50 cents for six issues. A Junior Department for Little Patriots was created in 1925.

In 1947, the subscription price was increased to \$1 per year. In 1959, a specific grouping of states divided the responsibility for the then four issues. The magazine received the George Washington Honor Medal from Freedoms Foundation at Valley Forge in 1962. The magazine won the Freedoms Foundation Distinguished Service Award in 1972. Since that time, many other honors have been awarded. In 1977, the position of Associate Editor was established.

In March 1974, the magazine was reduced to a four-page newsletter due to increased printing and postage costs. The Magazine Sustaining Fund was created in June 1976. During the next year the 300 Club was established for donations of \$100 to the Magazine Sustaining Fund. In April 1979, the 300+ Pin was created for donations of \$100 to the Magazine Sustaining Fund. In 1987, the magazine was increased to eight pages, and the subscription price was raised to \$6 per year. The Magazine Donor Fund was established in October 1987 with a Benjamin Franklin Medallion presented for each donation of \$1,000. The existing Magazine Fund Pin, for a donation of \$100, was approved in February 1988.

In March 1992, the *Children of the American Revolution Magazine* was restored to its original size and was again a magazine. The subscription rate was increased to \$8 per year in 1993. Advertising was accepted again in 1994 with the first new advertisement in 1995. A section for Peewee Patriots, children under 10 years of age, was introduced in 1995.

In 2000, issues were changed from March, June, September, and December to Spring, Summer, Fall, and Winter. Traditionally, the Spring issue contains National Convention reservation information, Nominating Committee Report, and regional meeting information if available by publication date. The Summer issue contains convention highlights, award winners, and the *National Program Packet*. The Fall issue contains regional meeting highlights. The Winter issue features Columbus Day and Yorktown Day activities. All issues contain a report of actions taken by the Senior National Board of Management and feature photos and articles about member activities across the country.

The *Children of the American Revolution Magazine* was expanded to forty-eight pages in 2000. Beginning with the Spring 2001 issue the magazine contained sixteen color pages. The 90th anniversary issue in Winter 2001 was an all-color issue. The Spring 2002 issue showcased candidate advertisements for the first time. Subsequently, the magazine usually contained sixty-four to eighty-four pages with most

pages in color. Occasionally, more pages were added as advertising required. The Fall 2009 issue was a whopping eighty-eight pages. This publication has been invaluable in uniting a diverse readership of all ages.

A motion that the time period from June 1, 2011, through July 31, 2013, be proclaimed the *C.A.R. Magazine* 100th Anniversary Celebration carried with enthusiastic cheers and applause at the 2011 National Convention. On June 4, 2011, the *C.A.R. Magazine* 100th Anniversary Pin was approved to be available for a donation of \$100 to the Magazine Fund only during the celebration.

N.S.C.A.R. Library

The first book was presented to the N.S.C.A.R. Library by Margaret Mulford Lothrop, member #1, in 1897. Over the years, various books have been donated by members and seniors alike.

In 1950, the N.S.C.A.R. Library consisted of three glass-front bookcases and display case in The Children's Room. Additional bookcases were dedicated at the 2001 National Convention. Following is a list of various collections which have been donated to the library:

Genealogical reference collection

Collection of reference books on antiques

Video collection in honor of the Centennial of the Society

Collection of American history books

Collection of children's books about the American Revolution

In 1999, the Library Fund was established to support the N.S.C.A.R. Library. In 2000, the C.A.R. book bag was introduced and the Library Fund Pin was created to benefit the library. The Library Fund Pin is received by individuals who donate \$100 or are honored by a \$100 donation to the Library Fund.

N.S.C.A.R. Museum

Since the founding of the National Society, donations have been made to the N.S.C.A.R. Museum. The museum was dedicated to the "Youth of America," and its primary purpose is to help young people understand and appreciate American heritage using historic relics and antiquities that focus on colonial, American Revolutionary, and post-Revolutionary days of American history.

The first item presented to the museum was the Petticoat Bell, which Harriett Mulford Lothrop rang to open the first Congress. The Petticoat Bell represents the flannel petticoat of Anna Warner Bailey of Connecticut which she gave for gun wadding at the time of the British blockade of Connecticut ports in 1813. As a money-making project, these bells were made by J. E. Caldwell & Co., Philadelphia, Pennsylvania, for the Anna Warner Bailey Chapter, DAR, Groton and Stonington, Connecticut, organized in 1893.

The original museum was located in The Children's Room. Eleanor Selden Washington Howard presented a childhood bonnet to C.A.R. for permanent exhibit. The bonnet was made by Martha Washington for one of her grandchildren and had been discovered in a closet under the eaves at Mount Vernon. Mrs. Howard was the last child born at Mount Vernon and used to hide under the eaves when she had been naughty.

In 1950, the museum moved to the broad lobby on the second floor of Constitution Hall in Washington, D.C., and consisted of four wall niches and glass display cases given by the Daughters of the American Revolution. Beginning in 1960, a major renovation was planned for the museum in conjunction with the 75th anniversary of the Society. By 1965, the first section of the museum renovation was completed.

In 1966, a campaign was begun for Museum Major Benefactors, with donors of \$1,000 or those honored by a donation of \$1,000 receiving Red Apple Pins, personal plaques, and placement of individual names on a plaque in the museum. The Museum Renovation Fund was established a year later. February 1970 marked the Museum Renovation Dedication, the 75th anniversary of the Society. A slide show of selected museum items was produced for use by local societies. In December 2003, the Apple Slice Pin was designed to be received for a donation of \$50 to the Museum Fund and The Children's Room.

In recent years, several exhibits have opened in the museum. They are:

2004 **George Washington:** A Patriot's Legacy—the life and contributions of George Washington

2006 **One Nation-Many Cultures**—Honoring American Indians and Alaska Natives

2008 **Land of the Free-Home of the Brave**—A tribute to America's flags, banners, standards, and ensigns

The Children's Room

As early as 1906, the National Society was planning The Children's Room. A loving cup was presented at each National Convention to the society or individual donating the largest sum to The Children's Room in Memorial Continental Hall.

When Memorial Continental Hall was built in 1910, the Daughters of the American Revolution invited the Children of the American Revolution to purchase a room to be used by the children. The Children's Room is located on the third floor, north corridor, in Memorial Continental Hall of the DAR buildings.

Between 1910 and 1950, The Children's Room was used for numerous purposes including an office, museum, library, meetings of the Senior National Board of Management, and even National Conventions. In 1936, The Children's Room was dedicated, and a plaque was presented in honor of Harriett Mulford Lothrop. During World War II, The Children's Room was used by the American Red Cross to aid in the war effort. From 1950–1999, The Children's Room was used as a board room and committee meeting room.

Over the years, C.A.R. loaned numerous items to Gadsby's Tavern Museum. Two rooms were furnished, honoring Honorary Senior National Presidents of C.A.R., Mrs. C. A. Swann Sinclair and Mrs. William H. Pouch. In 1999, Gadsby's Tavern Museum returned the on-loan collection to N.S.C.A.R. The tavern was in the process of changing the focus of its museum and no longer had use for these objects.

The Children's Room was renovated in 2000 to accommodate many of the items previously on display at Gadsby's Tavern Museum. The Children's Room exhibit depicts authentic furniture and furnishings of the American Revolutionary period, shows the lifestyle of middle-class children, the clothes they wore, the toys they used, the chores they performed, the games they played, and the skills they learned. This exhibit was dedicated on the 90th anniversary of The Children's Room in April 2000. Several hands-on educational programs for children in conjunction with the exhibits have been conducted in The Children's Room.

In recent years, several exhibits have opened in The Children's Room. They include:

2002 Revolutionary Tricks or Treatments—A Medicinal Exhibit

2003 Frances Slocum—Child of the American Revolution

In anticipation of the 100th anniversary of The Children's Room, the Senior National Board of Management proclaimed June 1, 2009, through June 30, 2011, The Children's Room 100th Anniversary Celebration. Also passed was a new donation pin to honor this celebration. The pin is a golden apple with a wedge removed to expose seeds. This pin was received for a donation of \$100. A Golden Apple Pin with a diamond chip was received for a donation of \$200. These pins were available only during the 100th anniversary celebration, and the availability of the pins was extended to July 30, 2011.

C.A.R. Business Office

The National Society of the Children of the American Revolution was organized on April 5, 1895. In 1895, the DAR allowed C.A.R. the privilege of placing two small desks, for the use of officers, in the anteroom of the DAR office, located in the Washington Loan and Trust Company. Later, C.A.R. used a room at 902 F Street, NW, for which it paid DAR \$1.00 a year for its use of the room.

In 1910, C.A.R. was invited to purchase a room in Memorial Continental Hall to be used as The Children's Room. For this room, C.A.R. raised over \$3,000, paying for the room and its furnishings, in addition to giving \$1,600 to the DAR General Building Fund. In return, C.A.R. was given a deed in perpetuity to a room in the north corridor on the third floor. Since then, The Children's Room has been used as an office, museum, and library. It has been used for Senior National Board of Management meetings and even National Conventions. In 1922, when the first paid staff member was employed, this room was her office.

In October 1937, permission was given to C.A.R. to submit to the DAR Executive Committee plans for building more suitable administrative offices for the C.A.R. society on DAR property. In February 1938, the DAR board ruled that, when C.A.R. raised sufficient funds for a building, DAR would consider the advisability of allowing it to be placed on DAR property. A building was proposed for C.A.R., and tentative

blueprints were made for such a building. As this idea proved impractical, C.A.R. rented a room from DAR on the north side of the Administration Building.

With the removal of the DAR Library from the second floor of Constitution Hall, the south wing and lobby of this area were assigned permanently for C.A.R. National Headquarters. N.S.C.A.R. remodeled and furnished the new offices.

On April 21, 1950, the new C.A.R. National Headquarters was dedicated. DAR and C.A.R. signed an agreement which allowed C.A.R. to use this space for \$200 per year for maintenance and \$25 per year for electricity. C.A.R. paid \$9,000 to the DAR Building Fund for C.A.R. National Headquarters. This was money raised for a C.A.R. Building Fund ever since Harriett Mulford Lothrop, the founder of C.A.R., was National President.

In April 1998, a new document was agreed upon between C.A.R. and DAR in which C.A.R. would pay \$1,500 per year (with an escalation clause tied to the annual cost of living adjustments) for ten years for the C.A.R. Business Office, Room 224, on the second floor of Constitution Hall.

The 50th anniversary of C.A.R. National Headquarters was celebrated on April 21, 2000. Currently, all C.A.R. records are maintained in the C.A.R. Business Office, Room 224, on the second floor of Constitution Hall. Senior National Officers and Chairmen collaborate with a paid staff to conduct business of the Society.

In 2008 the April 1998 document was renewed for another ten years with the same terms.

Centennial Celebration

In June 1990, the N.S.C.A.R. Centennial Committee was officially established. In June 1992, the Senior National Board of Management approved the design of the Centennial Pin and that it could be worn on the C.A.R. official ribbon. The first Centennial Pins were presented at the 1993 National Convention.

The Centennial Theme, *Pride of the Past, Promise of the Future*, was approved in June 1994. The 1994–1995 National Project was “to commission a painting of the original C.A.R. Charter.”

In April 1995, at Opening Night of DAR Continental Congress, the National President of C.A.R. presented the Daughters with framed print number one of the limited edition prints of the painting of the charter. The Senior National President of C.A.R. presented the Daughters with a miniature bronze sculpture of the American Bald Eagle, in flight, of the “Gift to the Nation from the Children.” This miniature was number four of the limited edition because C.A.R. was approved at the Fourth Continental Congress of DAR.

The Daughters of the American Revolution passed a resolution which concluded with these words:

RESOLVED, The National Society Daughters of the American Revolution applaud the Children of the American Revolution on its 100th Anniversary, recognizing its endeavors to fulfill the objectives of its Society which are as relevant today as in 1895, and it is our pleasure to say “HAPPY BIRTHDAY” to these future leaders!

The official Centennial Celebration occurred in April 1995 during the 100th National Convention with 1,107 people attending. Various gifts were presented to C.A.R. from individuals, societies, and states.

The audience was surprised with the appearance of two magnificent live American Bald Eagles, Challenger and America, which delighted the children. The children were cautioned to be very quiet to not frighten the eagles. The audience could hear the screeches of the eagles as they were brought to the lectern, where they perched with great pride. Afterwards, the eagles were outside the hall to allow the children to be photographed with a real eagle. Saturday morning after the report of the National President, the National Project, the oil painting of the charter illustration, was dedicated.

At the Centennial Celebration Banquet, Centennial Pins were presented to 108 recipients. In attendance were 16 Honorary National Presidents and 10 Honorary Senior National Presidents. A giant-size birthday cake was presented with the children singing “Happy Birthday” to C.A.R.

On Sunday, the Centennial Pilgrimage began with the dedication of the “Gift to the Nation from the Children,” the life-size bronze sculpture of an American Bald Eagle which was placed near the Aviary at the National Zoological Park, in Washington, D.C. A memorial wreath was placed at the DAR Founders

Memorial Monument in memory of our beloved founder, Harriett Mulford Lothrop. A panoramic photograph was taken of all attendees on the 18th Street steps of Constitution Hall.

As a birthday gift from the Daughters of the American Revolution, C.A.R. held the Memorial Service and Installation Ceremony in Constitution Hall. The National and Senior National Officers processed into the hall and experienced the majestic and awe-inspiring appearance of the flag of the United States of America as it dropped from the ceiling over the head of the National President.

The sculptor of the eagle, David Turner, presented the miniature, numbered, and signed eagles to recipients. The National Convention ended with everyone holding hands and singing "God Bless America."

An extra special presentation then took place. Constitution Hall was lighted by only one candle on stage. From the shadows, a man, dressed in colonial costume, appeared in the light of that candle. He described the events leading up to the signing of the Declaration of Independence. He told what a monumental decision it was. It meant war, the American Revolution. It meant that if they lost that war it was an act of treason for which hanging was the punishment. It meant the loss of everything held dear—home, family, fortune, and life. But, he had made his decision. He would sign his name to the Declaration of Independence. He then challenged all who wished to do the same to come forward and sign their name. The signers got to take their own signed copy of the Declaration of Independence home with them as a memento of this occasion.

This ceremony was followed by the Annual Pilgrimage to the Old Presbyterian Meeting House. The traditional memorial wreath was placed at the Tomb of the Unknown Soldier of the American Revolution.

In July 1995, *Good Morning America*, a popular ABC news program, announced that The National Society of the Children of the American Revolution had just celebrated its 100th birthday and aired some C.A.R. members saying "Good morning, America."

In 1996, the 101st National Convention was closure to the Centennial Celebration. The 1995–1996 National Project was "to raise funds to adopt, name, and release into its natural habitat a baby American Bald Eagle." At the National Convention, the children voted to name the newborn eagle, adopted by C.A.R., Freedom Flyer.

The children were enthralled as Challenger and America came to see them again. This time they soared several times from the back of the room over the heads of the children to the lectern.

At the 1996 New Century Celebration Banquet, the National Society displayed its Pride in the Past as well as its Promise for the Future with a dedication of its own time capsule with plaque. The contents of the capsule—which in fifty years will be a part of its past—were secured for the future until the National Society's Sesquicentennial.

Pride in ownership and preservation of the past orchestrated C.A.R.'s Centennial "Parade of Artifacts." Museum artifacts which date back through our country's history and profoundly exemplify a proud past were "on parade" at the banquet. The National Society believed strongly enough to preserve these prized possessions.

Artifacts included a bonnet made by Martha Washington for her granddaughter; a replica of the *Providence*, the first sailing vessel of the Continental Navy; a collection of handwork samplers as well as baby caps; and a rare United States flag, circa 1820–1840, were paraded into the room to the delight of the audience.

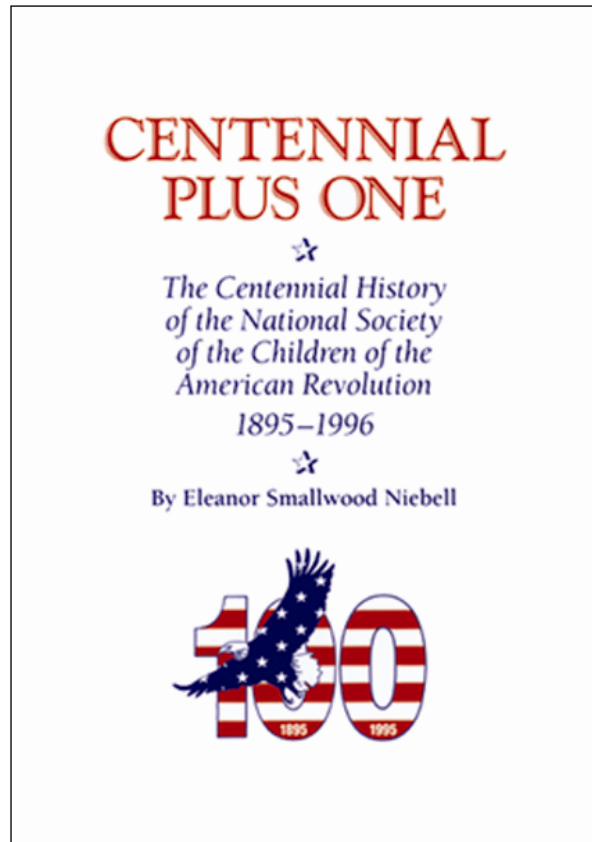
One by one, C.A.R.'s own young men, each in a tuxedo and special archival gloves, displayed these precious possessions to those in attendance. A military coat of arms from the War of 1812 was brought to the front of the room. Larger than life, the framed portrait of the founder, Harriett Mulford Lothrop, was rolled in for spotlighted display. The audience was invited to look very carefully at the painting. As it was described, the very dress worn in the painting was brought in on a mannequin in a display case. The audience gave a standing ovation at this display for the pride of the past preserved for the future.

The Annual Pilgrimage on Sunday was a reflection in honor of patriots who served our country: the Iwo Jima Memorial, the Tomb of the Unknowns at Arlington National Cemetery, the Tomb of George and Martha Washington, and the Tomb of the Unknown Soldier of the American Revolution.

The Centennial Celebration returned C.A.R. to some of its previous traditions. For the first time in several years, the Annual Pilgrimage brought the children back to Mount Vernon! The Installation Ceremony was held on the green at Mount Vernon where seeing is truly believing. From the estate grounds entered President George Washington himself who welcomed the group to his home and installed the new National President and the new Senior National President charging them with the presidential duty of leadership. The traditional Memorial Service was conducted at Old Presbyterian Meeting House. "Let there be Peace on Earth" was the mood of the service on the reflection of duty, honor, and country.

At the conclusion, this country's first great military leader, General George Washington, entered the room. He shared the events and circumstances during the winter at Valley Forge and described the experiences of patriot soldiers in the American Revolution. After a few moments of silent prayer, "The Kid Has Gone to the Colors" was heard from the sanctuary's balcony. This moving poem had been printed in the *Children of the American Revolution Magazine* during World War I.

Centennial Plus One has complete details of the history of The National Society of the Children of the American Revolution including the Centennial Celebration. The official history of the National Society was written by Honorary Senior National President Eleanor Smallwood Niebell and published by The National Society of the Children of the American Revolution in 1997. *Centennial Plus One* tells the history of the first one hundred and one years of the National Society. The book can be purchased at C.A.R. National Headquarters.



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