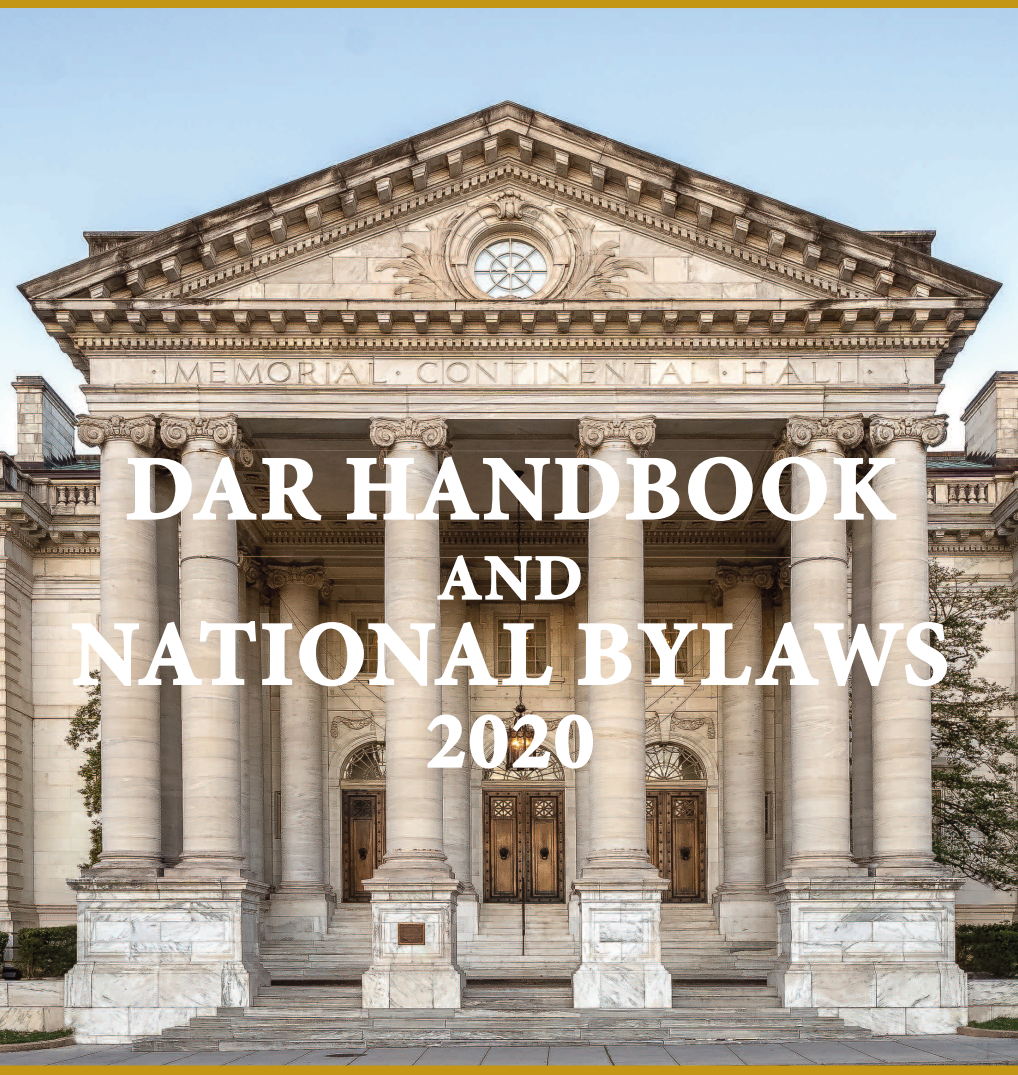
National Society
Daughters of the American Revolution



DAR HANDBOOK AND NATIONAL BYLAWS 2020

Pamela Rouse Wright
President General
2022–2025

Virginia Sebastian Storage
First Vice President General
2022–2025

★ *Celebrate Stars & Stripes Forever!* ★

DAR Handbook and National Bylaws

National Society
Daughters of the American Revolution

1776 D Street NW
Washington, D.C. 20006-5303

THIRTY THIRD EDITION

UPDATED

MAY 2023

NOTICE:

The NSDAR Handbook is updated at the beginning of each new administration.

Necessary updates are included within the online edition as soon as practicable, based upon decisions and actions of the Executive Committee, National Board of Management and Continental Congress.

Additions are noted in red and ~~deletions are struck out~~ in this updated online edition.

★ ★ ★

National Society
Daughters of the American Revolution
NSDAR Headquarters
1776 D Street NW
Washington, D.C. 20006-5303
Telephone: (202) 628-1776 ● Fax: (202) 879-3252
Members' Website: www.DAR.org/members/dar-members-section
Public Website: www.DAR.org

Americana Room
Open Monday through Friday, 8:30 a.m. to 4 p.m.

DAR Library
Seimes Technology Center
Open Monday through Friday, 8:30 a.m. to 4 p.m.
Saturday 9 a.m. to 5 p.m.

DAR Museum and Shop
Open Monday through Friday, 9:30 a.m. to 4 p.m.
Saturday 9 a.m. to 5 p.m.

DAR Insignia Store
Open Monday through Friday, 8:30 a.m. to 4 p.m.

DAR Store
Open Monday through Friday, 8:30 a.m. to 4 p.m.

Period Room Tours
Monday through Friday, 10 a.m. to 2:30 p.m.
Saturday, 9 a.m. to 4:30 p.m.

Closed Sunday
Closed federal holidays
Closed selected other days during the year.

Consult Members' Website for current information. The buildings are open to members and the public. The buildings are closed to the general public during Continental Congress.

This *DAR Handbook* (and all DAR supplies and publications) may be ordered from the DAR Store in the Office of the Corresponding Secretary General. The price of the printed *DAR Handbook* is $15; it may also be accessed/downloaded free of charge on the DAR Members' Website. All checks accompanying orders should be made payable to the Treasurer General, NSDAR.

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 AMERICAN'S CREED

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.

By William Tyler Page

★ ★ ★

THE STAR-SPANGLED BANNER

(First Verse)

Oh, say, can you see, by the dawn's early light
What so proudly we hailed at the twilight's last gleaming,
Whose broad stripes and bright stars, through the perilous fight
O'er the ramparts we watched 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.
Oh, say does that Star-Spangled Banner yet wave
O'er the land of the free and home of the brave?

By Francis Scott Key

DAR HANDBOOK

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Celebrate Stars & Stripes Forever!
Rejoice in our DAR Ties of Service and Friendship

The President General's Project

The President General's Project during the Wright Administration is an opportunity for all Daughters to support the National Society achieve these glittering goals:

- Celebrate our nation's rich history and diversity of experience upon the threshold of America's 250th anniversary.
- Promote belonging throughout our membership by acknowledging with gratitude and friendship each member and her dedicated service to God, Home, and Country.
- Propel membership growth by welcoming all descendants of American Patriots while retaining our treasured Daughters.
- Encourage and support projects and service opportunities for every chapter to highlight historic preservation, education, and patriotism in unique, local, and impactful ways.
- Maintain financial stability and maximize operational effectiveness.
- Recognize with appreciation our dedicated National Society staff.

FOREWORD

The Wright Administration's theme, ***Celebrate Stars & Stripes Forever — Rejoice in our DAR Ties of Service and Friendship*** brings all Daughters together as we celebrate our nation's rich history and our communities. On the brink of our nation's 250 anniversary, the National Society Daughters of the American Revolution is thriving! More than one million women have joined since our 1890 founding, and through the dedicated service of our 3,000 chapters and more than 185,000 members, we continue to make a difference in communities across the nation and around the world. We thank each of you for all you do to advance our mission to promote historic preservation, education, and patriotism.

The *DAR Handbook* is a guide to our policies and history. Most of our work is accomplished through committees, and within these pages you will find essential information to help you align chapter goals and events with the DAR's mission. This Handbook should be your primary source of information when you have questions; the most current version may be found on the Members' Section of the DAR Website. Information does change, so it is important to become familiar with the online location, as well as the printed copy.

In addition to the information contained here, Chapter Regents will also receive the National Information Packet (NIP) electronically following Continental Congress each year, with hard copies available for purchase in the DAR Store. The NIP provides more specific updates from the DAR Executive Officers and National Chairs regarding the Administration's current plans and projects.

The Administration has two symbols. First is "America," which celebrates our nation's rich history and diversity of experience through an acrostic design spelling "America" through the first letter of the crystal color: Aquamarine, Musgravite, Emerald, Ruby, Lolite, Ceylon Sapphire, and Aquamarine. The beautiful bow and ribbon represent the joy members receive through our ***DAR Ties of Service and Friendship***. Hidden in the wreath are round and baguette stones symbolizing dot-dot-dot-dash, "V" for "Victory" in Morse code saluting our military and veterans. The jeweled Victorian six-pointed star commemorates our founding in 1890 and highlights the Wright Administration's six goals.

We also wear the Wright "Sparkling Firework," which symbolizes our theme of ***Celebrate Stars & Stripes Forever!*** The Swarovski crystals within the firework represent each Daughter and acknowledge with gratitude and friendship her dedicated service to historic preservation, education, and patriotism. Like the "America" pin, a stylized six-pointed colonial star commemorates the American Revolution and highlights the Wright Administration's six goals.

Pamela Rouse Wright

Pamela Rouse Wright
President General 2022-2025

MISSION STATEMENT

The mission of the
National Society Daughters of the American Revolution
is to promote
historic preservation, education and patriotism.

★ ★ ★

As members of the National Society Daughters of the American Revolution we must continue to assume the responsibility for the success of our organization—to ensure that it thrives and meets its mission. To this end, the *DAR Handbook* is provided to assist you in your work and your own education about the National Society.

This 2020 edition of the *DAR Handbook* is formatted for easy retrieval of information. Its binding makes it user-friendly and its index is invaluable in searching for topics. All the information included in this edition is intended to help each member understand the work of the National Society. We welcome your enthusiastic participation in our mission.

A complimentary copy of the *DAR Handbook* is sent to each chapter. Personal copies may be ordered from the DAR Store in the Office of the Corresponding Secretary General. The cost is $15 payable to the Treasurer General, NSDAR. The most current version of the *DAR Handbook* is also available free of charge on the DAR Members' Website.

Pamela Rouse Wright
President General
1776 D Street NW
Washington, DC 20006-5303
(202) 628-1776

DAR AT A GLANCE

The Daughters of the American Revolution is a non-profit, non-political volunteer women's service organization dedicated to preserving American history, securing America's future through better education and promoting patriotism.

Founded: October 11, 1890; incorporated in 1896 by an Act of Congress.

Mission: To promote historic preservation, education and patriotism.

Motto: God, Home and Country.

Membership: Approximately 185,000 members in 3,000 chapters in all 50 states and Washington, D.C. International chapters in Australia, Austria, The Bahamas, Canada, France, Germany, Guam, Italy, Japan, Mexico, Spain and the United Kingdom. More than one million women have joined the DAR since it was founded.

Management: Policy for the Society is made by the National Board of Management, which is composed of the President General, 11 Executive Officers, 21 Vice Presidents General and 52 State Regents. The National Board of Management meets three times a year at DAR Headquarters in Washington, D.C.

Continental Congress: The DAR annual national meeting is named after the original Continental Congress that governed the American colonies. DAR Continental Congress attracts nearly 4,000 members to Washington, D.C., each summer.

DAR
Daughters of the American Revolution

Membership

Eligibility for Membership: Any woman 18 years of age or older, regardless of race, religion or ethnic background, who can prove lineal descent from a Patriot of the American Revolution is eligible.

Ways to learn more about DAR membership: Visit the DAR Public Website (www.DAR.org) to read about steps to membership and to complete a prospective membership form. Talk to local DAR chapter members in your area. E-mail inquiries to organizing@dar.org or call the Office of the Organizing Secretary General at (202) 879-3205.

National Headquarters

Buildings: The DAR Headquarters complex occupies an entire city block on the Ellipse near the White House and includes three adjoining buildings:

- Memorial Continental Hall (1905)*
- Constitution Hall (1929)*
- Administration Building (1923, 1950)

** Registered National Historic Landmarks*

DAR Library: Houses one of the largest genealogical research centers in the United States and contains a specialized collection of American genealogical and historical manuscripts and publications.

DAR Museum: Features 31 Period Rooms, as well as permanent and changing exhibitions, that showcase American furnishings and decorative arts prior to 1830; accredited by the American Alliance of Museums.

Americana Room: Contains a collection of early American manuscripts and imprints available for viewing and research.

Kansas Chapel: Located in Stone Hall, the chapel is accessible from the north hallway in the Administration Building and from the stairwell located between the National Officers Club room and the Children of the American Revolution offices. All are invited to visit and reflect in the chapel, which is open during regular hours and may be used for ceremonies with prior arrangement.

Hours: Open to the public: Monday-Friday 8:30 a.m. to 4 p.m. with the Museum and Library open Saturday 9 a.m. to 5 p.m.

DAR Publications and Resources

For more information, including pricing and ordering, call DAR Headquarters.

- *Ordinary Equality: DAR Members and the Road to Women's Suffrage, 1890-1920*
- *My Father Was A Soldier*
- *American Genealogical Research at the DAR*
- *American Treasure: The Enduring Spirit of the DAR*
- *America's Women in the Revolutionary Era, 1760-1790*
- *A History through Bibliography [2011]*
- *Forgotten Patriots: African American and American Indian Patriots in the Revolutionary War* (available for download on the DAR Public Website);
- *Connecticut in the American Revolution: A Source Guide for Genealogists and Historians;*
- *Georgia in the American Revolution: A Source Guide for Genealogists and Historians*
- *Massachusetts and Maine in the American Revolution: A Source Guide for Genealogists and Historians*
- *New York in the American Revolution: A Source Guide for Genealogists and Historians*
- *North Carolina in the American Revolution: A Source Guide for Genealogists and Historians*
- *Rhode Island in the American Revolution: A Source Guide for Genealogists and Historians*
- *South Carolina in the American Revolution: A Source Guide for Genealogists and Historians*
- *Virginia in the American Revolution: A Source Guide for Genealogists and Historians;*
- *American Spirit* magazine and *Daughters* newsletter
- *DAR resources, including DAR Handbook and National Bylaws*; DAR Media Kit and brochures; DAR National Information Packet; DAR Members' Website (www.DAR.org/members/dar-members-section); DAR Public Website (www.DAR.org); Getting to Know the DAR; Today's DAR and You!; *NSDAR Annual Proceedings*; ~~"Today's DAR" membership video;~~ *Chapter Regents Manual*; *Guide for*

Chapter and State Treasurers; *Guide for Chapter Registrars;* and *NSDAR Genealogy Guidelines* (combining *Is that Lineage Right?, Is That Service Right* and *Guide for Chapter Registrar* and *Application Papers, Instructions for Their Preparation*).

DAR Committees

Most of the volunteer work of DAR is accomplished through a committee system comprised of national chairs appointed by the President General and locally appointed state and chapter chairs. The national chairs direct, supervise and promote the activities of their committees with the assistance of national vice chairs. DAR committees promoting the mission of the Society include:

Historic Preservation

American Heritage: Promotes preservation of American cultural traditions.

American History: Promotes American history by honoring significant historical people, places, dates and events. Sponsors American History Essay contests for students in grades 5 through 8, including home-schooled children; Patriots of the American Revolution DAR High School Essay Contest for students in grades 9 through12, including home-schooled students; and recognizes Women in American History.

Commemorative Events: Identifies opportunities for commemorative events and promotes participation in celebrations that support the historical, educational and patriotic objectives of the Society.

DAR Genealogy Preservation: Electronically indexes/identifies the supporting documents for DAR Applications and Supplemental Applications.

DAR Museum Outreach: Educates members and the public about the DAR Museum and its exhibits, programs and needs.

Genealogical Records: Collects unpublished records of a genealogical nature that are made digitally available through in the DAR Library. Volunteers index the over 20,000 volumes available through the DAR Genealogical Research System (GRS).

Historic Preservation: Oversees the awarding of DAR Historic Preservation Grants; the Historic Preservation Medal and Historic Preservation Recognition Award, as well as documenting historic sites and properties owned, maintained or operated by DAR chapters and state societies.

Patriot Records Project: Indexes genealogical information contained within various repositories of documents detailing the establishment of the nation.

President General's Project: "Rise and Shine for America"—Includes energizing members to *rise* up in meaningful service to America and to *shine* by raising awareness of DAR's purpose, relevancy and vibrancy through robust public outreach; honoring the spirit of our Revolutionary ancestors and educating the public about their sacrifices; actively promoting the rights and responsibilities of U.S. citizenship; completing the final phase of restoration for DAR Constitution Hall; propelling membership to 200,000; and ensuring financial stability and leadership training at every level.

Education

American Indians: Assists American Indians with financial and scholarship aid; more than $80,000 is disbursed annually.

Community Classroom: Encourages Daughters to volunteer support to teachers and children in classrooms and schools in their own communities throughout the nation, as well as overseas. Included within this committee is Educational Resources which offers electronic lesson plans for DAR members and non DAR members focusing on America, its history, government, heritage and genealogy, as well as related language and/or math topics.

Conservation: Encourages study of and participation in conservation efforts.

Constitution Week: Promotes special programs during the week of September 17-23 to inform and educate the public about the United States Constitution. This week-long celebration of the Constitution was initiated by the DAR in 1955 and adopted by the U.S. Congress in 1956.

DAR Magazine: Bimonthly *American Spirit* magazine and *Daughters* newsletter inform and motivate the membership, as well as raise the visibility of the National Society within the community.

DAR Scholarship: Provides more than $250,000 for American History, Political Science, History, Government, Historic Preservation, Economics, Music, Nursing, Medical and Occupational Therapy scholarships annually.

DAR School: Supports Kate Duncan Smith DAR School, Alabama; Berry College, Georgia; Crossnore ~~School and Children's Home~~ Communities for Children, North Carolina; Hillside School, Massachusetts; and Hindman Settlement School, Kentucky.

DAR Tours: Provides opportunities for members to travel to educational and historic sites at home and abroad.

Junior American Citizens: Extends citizenship training program for boys and girls, kindergarten through high school. JAC clubs are available to parochial, private, public and home-schooled students, as well as in community centers.

Literacy Promotion: Promotes adult literacy and involvement in literacy programs for children and adults.

Public Relations and Media: Promotes DAR objectives and accomplishments in all available media to increase public support and awareness of DAR's work.

Women's Issues: Educates members about current issues, such as health, career and family, that are important to today's women. Vivian's Outreach to Women supports homeless female veterans through grants.

Patriotism

Americanism: Promotes knowledge, loyalty and love of country for American citizens, whether naturalized or citizens by birth; awards the DAR Medal of Honor and the DAR Americanism Medal.

Children of the American Revolution: Founded in 1895 by DAR, C.A.R. "trains good citizens, develops leaders, and promotes love of the United States of America and its heritage among young people."

Community Service Awards: Recognizes local citizens for outstanding achievements in cultural, educational, humanitarian, patriotic and citizenship work in their communities.

DAR Good Citizens: Promotes dependability, service, leadership and patriotism among high school seniors by presenting national, state and chapter awards.

DAR Project Patriot: Organizes and coordinates DAR support for members of the military currently serving our country.

DAR Service for Veterans: As a member of the national Veterans Administration Voluntary Service Advisory Committee, DAR has representatives in Veterans Administration (VA) medical centers. DAR members volunteer in VA facilities and in state/community-based programs, donating gifts, cash, personal care items and thousands of hours of time in service to America's veterans.

National Defense: Recognizes outstanding citizens via DAR Distinguished Citizen medals for adults and DAR Youth Citizenship Awards to elementary through high school students, as well youth service and patriotic organizations. Gold and bronze ROTC medals are presented to outstanding high school and college cadets. DAR Outstanding Cadet medals are presented to cadets in school or privately funded cadet programs.

Service to America: This Committee encourages members to provide meaningful community service in order to promote historic preservation, education and patriotism. It also encourages chapters to celebrate the founding of our Society by participating in the National DAR Day of Service on or near October 11.

The Flag of the United States of America: Distributes thousands of flags, flag codes, certificates and other patriotic literature annually.

Membership/Administrative

America 250!: Plans the Society's involvement and maximizes its visibility in our nation's upcoming 250th birthday.

Chapter Achievement Awards: Provides recognition for chapters that have been successful in supporting the DAR's varied programs and activities; one component of the Chapter Master Report.

Chapter Development and Revitalization Commission: Coordinates the combined efforts of the Organizing Secretary General, Registrar General and the National Chairs of the Membership, Lineage Research, Volunteer Genealogists, DAR Leadership Training Committees and

America 250! Membership Task Force to support chapters, help them gain new members and develop and educate current members to become more active and involved.

Continental Congress: Coordinates all the planning, organization and implementation of plans for the annual Continental Congress.

DAR DNA Network: Educates and encourages members about the use of DNA for genealogy.

DAR Leadership Training: Provides resources and instructions to assist in the development of ~~materials and assistance to develop~~ leadership skills in DAR members at the chapter, state and national levels, including webinars, Member Training Courses, and orientation and training for state regents, national chairs, and executive officers.

Insignia: Oversees the proper use and placement of the Insignia, official ribbon and placement of the various service bars and pins; reviews all proposals for new pins. Coordinates and manages Insignia Volunteers to assist with sales of DAR Insignia at Continental Congress and state meetings.

Junior Membership: Assists Juniors to become well-informed members; encourages active participation in all phases of DAR service and supports the committee's official fundraising project, the Helen Pouch Memorial Fund, as well as other projects.

Lineage Research: Assists chapters in finding documentation to complete prospective member Applications, answer "Additional Information Request" letters and conduct workshops on documenting Applications.

Long Range Planning Commission: Provides a continuing assessment of the future needs of the Society and recommends to the President General and Executive Committee measures to be taken and methods for implementation.

Membership: Promotes increased membership and retention by providing ideas for membership development and promotion.

Units Overseas: Promotes the organization of new overseas chapters and provides assistance and support to existing chapters.

Volunteer Genealogists: Disseminates information regarding current standards of verification; conducts workshops; serves as Volunteer Field Genealogists assigned to chapters; assists prospective members with completion of Applications; and provides in-person and virtual support to members on supplemental applications. ~~may serve as Electronic Application Reviewers (EARs).~~

Volunteer Information Specialists: Approves chapter and state public websites, maintains the DAR Members' Website, answers member questions on the Help Desk, creates writeable pdf forms, builds databases and other duties.

Additional information on the DAR Members' Website.

Issues or Topics	**NSDAR Contact**
Act of Incorporation	Recording Secretary General (202) 879-3275 recording@dar.org
Address/Name Changes	Organizing Secretary General (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org
Address Labels	Development (800) 449-1776 [toll-free] development@dar.org
American Heritage	Reporter General (202) 879-3292 nsdarawards@dar.org
American Indians	Reporter General (202) 879-3292 committeeservices@dar.org
Americana Collection (Including Slide Show)	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org

Issues or Topics	**NSDAR Contact**
Americanism Awards	Reporter General (202) 879-3292 nsdarawards@dar.org
Ancestral Information (Copies of Applications and Supplementals may be ordered online through the Genealogical Research System in the tab "Ancestor Search")	For help or questions, contact: Library Copy Services (202) 879-3251 (202) 777-2372 [fax] copyservices@dar.org
Annual Fund (1890 Annual Giving Circle)	Development (800) 449-1776 development@dar.org
Annual Proceedings of Continental Congress	Recording Secretary General (202) 879-3275 recording@dar.org
Applications to Join DAR • Forms Also available to download from the DAR Members' Website	Corresponding Secretary General (202) 879-3217 (888) 673-2732 [toll-free] (toll free for credit card orders only) customerservice@dar.org
Applications to Join DAR • Pending	Genealogy (202) 879-3268 genealogy@dar.org
Applications of DAR Members (Copies may be ordered online through the Genealogical Research System in the tab "Ancestor Search")	For help or questions, contact: Library Copy Services (202) 879-3251 (202) 777-2372 [fax] copyservices@dar.org
Applications and Supplementals • Supporting Documentation (Copies of Applications and Supplementals may be ordered online through the Genealogical Research System in the tab "Ancestor Search")	For help or questions, contact: Library Search Service (202) 879-3245 library@dar.org

Issues or Topics	NSDAR Contact
Archives, NSDAR	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Bequests to NSDAR	Development (800) 449-1776 [toll-free] giftplanning@dar.org
Book Awards • Excellence in American History Book Award • Excellence in American History Children's Book Award	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Bylaws	Recording Secretary General (202) 879-3275 recording@dar.org
Calendars	Development (800) 449-1776 [toll-free] development@dar.org
Candidates • Executive • Vice President General • Honorary Vice President General	Recording Secretary General (202) 879-3275 recording@dar.org
Certificates • Benefactors	Development (800) 449-1776 development@dar.org
Certificates • Congress	Reporter General (202) 879-3263 congress.certificates@dar.org
Certificates • Founders Club	Development (800) 449-1776 [toll-free] giftplanning@dar.org
Certificates • Heritage Club	Development (800) 449-1776 [toll-free] development@dar.org

Issues or Topics	NSDAR Contact
Certificates • Length of Service	Organizing Secretary General (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org
Certificates • New Member	RG Data Entry (202) 879-3326 (202) 737-5703 [fax] rginfo@dar.org
Certificates • President General's Project 100% Chapter Participation	President General's Office (202) 879-3273 (202) 879-3252 [fax] lthorson@dar.org
Certificates • Supplemental	RG Data Entry (202) 879-3326 (202) 737-5703 [fax] rginfo@dar.org
Chapter Achievement Awards	Reporter General (202) 879-3292 nsdarawards@dar.org
Chapter Charters	Organizing Secretary General (202) 879-3324 (202) 879-3325 (202) 628-2098 [fax] organizing@dar.org
Chapter Disbandments	Organizing Secretary General (202) 879-3325 (202) 628-2098 [fax] organizing@dar.org
Chapter EIN (Employee Identification Number)	Organizing Secretary General (202) 879-3325 (202) 628-2098 [fax] organizing@dar.org
Chapter Officers	Organizing Secretary General (202) 879-3224 or (202) 879-3325 (202) 628-2098 [fax] organizing@dar.org

Issues or Topics	NSDAR Contact
Chapters Organizing or Merging	Organizing Secretary General (202) 879-3325 or (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org
Charitable Gift Annuities	Development (800) 449-1776 [toll-free] giftplanning@dar.org
Children of the American Revolution, National Society	N.S.C.A.R. (202) 638-3153 hq@nscar.org
Committee Information	Reporter General (202) 879-3263 committeeservices@dar.org
Community Service Awards	Corresponding Secretary General (202) 879-3217 customerservice@dar.org
Congress Registration	Organizing Secretary General (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org
Conservation Awards	Reporter General (202) 879-3292 nsdarawards@dar.org
Constitution Hall • Rental	Constitution Hall Event Coordinator (202) 879-3303 chall@dar.org
Constitution Hall • Tickets	Ticketmaster Information (800) 551-SEAT (Out of State) or (202) 397-SEAT (Wash), (410) 547-SEAT (Balt) or (703) 573-SEAT (VA) www.ticketmaster.com
Constitution Week • Materials Needed	Corresponding Secretary General (202) 879-3217 customerservice@dar.org

Issues or Topics	NSDAR Contact
Contest, Essay • American History Essay Contest • Patriots of the American Revolution DAR High School Essay Contest	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Continental Congress	Public Relations Office – Congress and Special Projects (202) 879-3238 congress@dar.org
Contributions to Library • Books • Microfilm • Periodicals • Genealogical Collections and Manuscripts	Library Acquisitions (202) 879-3250 libraryacquisitions@dar.org
Contributions • Chapters	Treasurer General/Accounting (202) 879-3214 tgaccounting@dar.org
Contributions • Individual	Development (800) 449-1776 development@dar.org
Contributions to Museum • Objects	Museum (202) 879-3241 museum@dar.org
Contributions to Collection • Historical Manuscripts • Rare Books	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Corresponding Secretary General	Corresponding Secretary General (202) 879-3217 (888) 673-2732 (toll free for credit card orders only) customerservice@dar.org
Credentials	Organizing Secretary General (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org

Issues or Topics	NSDAR Contact
DAR Good Citizens • Materials Needed	Corresponding Secretary General (202) 879-3217 customerservice@dar.org
DAR Schools	Reporter General (202) 879-3292 darschools@dar.org
DAR Insignia Store • Customer Inquiries	Corresponding Secretary General (888) 327-1890 [toll-free] (202) 879-3229 (202) 879-3227 [fax] insigniastore@dar.org
DAR Store • Customer Inquiries	Corresponding Secretary General (202) 879-3217 (888) 673-2732 (toll free for credit card orders only) customerservice@dar.org
Death Notices	Organizing Secretary General (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org
Development Office	Development (800) 449-1776 [toll-free] development@dar.org
Direct Mail Program • Address/Name Labels • Calendars • Other items	Development (800) 449-1776 [toll-free] development@dar.org
Docents	DAR Museum (202) 879-3241 museum@dar.org
Donations to Library • Books • Microfilm • Periodicals • Genealogical Collections and Manuscripts	Library Acquisitions (202) 879-3250 libraryacquisitions@dar.org

Issues or Topics	NSDAR Contact
Donations • Individuals	Development (800) 449-1776 [toll-free] development@dar.org
Donations to Museum • Objects	Museum (202) 879-3241 museum@dar.org
Donations to Collection • Historical Manuscripts • Rare Books	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Donor Recognition	Development (800) 449-1776 [toll-free] development@dar.org
Dues	Organizing Secretary General (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org
Electronic Applications	Registrar General genealogy@dar.org
e-Membership Help Desk	Organizing Secretary General (202) 879-3224 organizing@dar.org
Essay Contests • American History • Patriots of the American Revolution DAR High School	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Estate Plans	Development (800) 449-1776 [toll-free] giftplanning@dar.org
Events Rental	Events/Rental (202) 879-3318 events@dar.org
Executive Candidates	Recording Secretary General (202) 879-3275 recording@dar.org
Filming	Events/Rental (202) 879-3318 events@dar.org

Issues or Topics	NSDAR Contact
Founders Club	Development (800) 449-1776 [toll-free] giftplanning@dar.org
Founders' Medals	Reporter General (202) 879-3263 foundersmedals@dar.org
Friends of the Americana Collection	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Friends of the Library	Library Office (202) 879-3229 library@dar.org
Fundraising • Chapter	Development (800) 449-1776 development@dar.org
Genealogical Records Committee (GRC)	Genealogical Records Committee (202) 879-3259 grc@dar.org
Genealogical Research System (GRS)	Genealogy (202) 879-3268 or (202) 879-3310 genealogy@dar.org
Grave Markers • Members • Members-at-large • Inactive Members • Revolutionary War Soldiers • Patriots and their Spouses • Daughters and Real Daughters	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Help Desk – e-Membership	Organizing Secretary General (202) 879-3224 organizing@dar.org
Heritage Club	Development (800) 449-1776 [toll-free] development@dar.org

Issues or Topics	NSDAR Contact
Historical Commemorative Marker Requests • DAR America 250 Patriots Marker	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
History Award Medal	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
History Teacher Award	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Honorary Vice President General • Candidates	Recording Secretary General (202) 879-3275 recording@dar.org
Individual Contributions	Development (800) 449-1776 development@dar.org
Information Systems	Information Systems (202) 879-3286 is@dar.org
Insignia • Pin Questions	Organizing Secretary General (202) 879-3325 (202) 628-2098 [fax] organizing@dar.org
Insignia • Proper Usage and Placement on Markers	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Joining NSDAR	Organizing Secretary General (202) 879-3325 (202) 628-2098 [fax] organizing@dar.org
Junior American Citizens (JAC)	Reporter General (202) 879-3263 junioramericancitizens@dar.org

Issues or Topics	NSDAR Contact
Library Acquisitions	Library (202) 879-3250 libraryacquisitions@dar.org
Library Reference	Library (202) 879-3229 Monday – Friday (202) 777-2366 Saturday library@dar.org
Life Membership	Organizing Secretary General (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org
Literacy Promotion	Reporter General (202) 879-3292 committeeservices@dar.org
Magazine • Subscriptions	Organizing Secretary General's Office (866) 327-6242 [toll-free] (202) 879-3248 (202) 879-2098 [fax] magazinesubscriptions@dar.org
Magazine • Promotion	Subscribe Today! DAR Magazine PowerPoint program available on Committee Page of Members' Website
Magazine and Newsletter • Advertising	Magazine Office (202) 879-3281 (202) 879-3283 [fax] magazineadvertising@dar.org
Magazine and Newsletter • Article Reprints • Permissions • Submission Guidelines	Magazine Office (202) 879-3281 (202) 879-3283 [fax] Magazine: americanspirit@dar.org Newsletter: newsletter@dar.org
Medal of Honor	Reporter General (202) 879-3292 nsdarmedalofhonor@dar.org
Membership Certificates	Registrar General (202) 879-3326 recording@dar.org

Issues or Topics	**NSDAR Contact**
Membership Inquiries	Organizing Secretary General (202) 879-3325 or (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org
Member for Member	Organizing Secretary General (202) 879-3325 (202) 628-2098 [fax] organizing@dar.org
Museum • Adopt-an-Object • Give-a-Book • Traveling Trunk • Camps	Museum (202) 879-3241 museum@dar.org
Museum Shop [Museum] • Trunk Show	Museum [Gift] Shop (202) 879-3208 museumshop@dar.org
National Board of Management • Attendance	Recording Secretary General (202) 879-3275 recording@dar.org
National Board of Management • Minute Copies	Recording Secretary General (202) 879-3275 recording@dar.org
National Defense/ National Defender	Reporter General (202) 879-3292 nationaldefense@dar.org
National Officer Candidates	Recording Secretary General (202) 879-3275 recording@dar.org
National Officers/ National Chairs • e-Membership Passwords	Organizing Secretary General (202) 879-3325 (202) 628-2098 [fax] organizing@dar.org
NSDAR Archives • Special Collection Pertaining to the History of the NSDAR	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org

Issues or Topics	**NSDAR Contact**
Online Applications	Registrar General genealogy@dar.org
Outstanding Teacher of American History Contest	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Parliamentary Questions – Consult State Parliamentarian before contacting the National Parliamentarian.	Recording Secretary General *Call for contact information for the National Parliamentarian* (202) 879-3275 recording@dar.org
Ancestor Database	Genealogy (202) 879-3268 or (202) 879-3310 genealogy@dar.org
Programs for Chapter Use	Reporter General (202) 879-3271 programs@dar.org
Public Relations	Public Relations Office (202) 572-0563 publicrelations@dar.org
Registrar General • Genealogy	Registrar General – Genealogy (202) 879-3268 (202)737-5703 [fax] genealogy@dar.org
Registrar General • RG Data Entry	RG Data Entry (202) 879-3326 (202) 737-5703 [fax] rginfo@dar.org
Reinstatement	Organizing Secretary General (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org
Reporting for Congress	Recording Secretary General (202) 879-3275 recording@dar.org

Issues or Topics	NSDAR Contact
Reserve Officers Training Corps (R.O.T.C. and Jr. R.O.T.C.)	Reporter General (202) 879-3292 rotc@dar.org
Resignation	Organizing Secretary General (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org
Revolutionary War Soldier Markers • Patriot • Spouse • Daughter	Historian General (202) 879-3256 (202) 572-0568 [fax] historian@dar.org
Scholarships	Reporter General (202) 879-3263 nsdarscholarships@dar.org
Search Service	Library (202) 879-3245 searchservice@dar.org
Security and Safety	Security (202) 879-3363 security@dar.org
Seimes Technology Center and Friends of Seimes	DAR Library Office Seimes Technology Center (202) 879-324629, Mon-Sat library@dar.org
Seimes Technology Center • Donations	Library Acquisitions (202) 879-3250 library@dar.org
Service for Veterans	Reporter General (202) 879-3271 vavs@dar.org
State Officers/State Chairs • e-Membership access	Organizing Secretary General (202) 879-3325 (202) 628-2098 [fax] organizing@dar.org

Issues or Topics	**NSDAR Contact**
State Treasurer's Reports	Treasurer General/Accounting (202) 879-3213 tgaccounting@dar.org
Supplementals	Genealogy (202) 879-3243 Supplementals@dar.org
The Flag of the United States of America Committee	Reporter General (202) 879-3263 flags@dar.org
Tours • Library	Library (202) 879-3229 library@dar.org
Tours • Museum	Museum (202) 879-3241 museum@dar.org
Transfers	Organizing Secretary General (202) 879-3224 (202) 628-2098 [fax] organizing@dar.org
Trusts	Development (800) 449-1776 [toll-free] giftplanning@dar.org
Used DAR Pins Purchase/donate Previously owned DAR pins	Organizing Secretary General (202) 879-3325 (202) 628-2098 [fax] organizing@dar.org
Volunteer Genealogists	Genealogy (202) 879-3268 or (202) 628-1776 x425 genealogy@dar.org
Vice President General Candidates	Recording Secretary General (202) 879-3275 recording@dar.org
Wills	Development (800) 449-1776 [toll-free] giftplanning@dar.org

NOTES

CHAPTER I

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CHRONOLOGICAL HISTORY OF THE NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION

FOUNDERS

Mary Desha, Eugenia Washington, Ellen Hardin Walworth and Mary Smith Lockwood

ORGANIZATION

July 13, 1890: Mrs. Mary S. Lockwood of Washington, D.C., aroused by the Sons of the American Revolution having defeated a motion to admit women to their Society, published in *The Washington Post* an article titled "Women Worthy of Honor." This narrative included the story of Hannah Arnett, a Patriot of the American Revolution.

July 21, 1890: Mr. William O. McDowell of Newark, NJ, a great-grandson of Hannah Arnett and Registrar General of the S.A.R., published a reply in *The Washington Post* in which he offered to assist in forming a society of "Daughters of the American Revolution." The following six women responded to McDowell's letter: Miss Eugenia Washington, Miss Mary Desha, Mrs. Hannah McLaren Wolff, Mrs. Louise Knowlton Brown, Mrs. Mary Morris Hallowell and Mrs. Sarah Agnes Rice Pryor.

July 29, 1890: First informal meeting was held at the home of Mrs. Brown at 17th and K streets NW, with five present: Mrs. Brown, Miss Washington, Miss Desha, Mrs. Wolff and Mrs. Ellen H. Walworth.

August 9, 1890: Another meeting was called at the Langham Hotel, located at the northeast corner of 14th and H streets NW, the residence of Mrs. Walworth, attended only by the hostess, Miss Washington and Miss Desha. The three women present formulated definite plans and laid important groundwork in the founding of the Society.

August 18, 1890: A notice appeared in *The Washington Post*, stating the purposes of the proposed society and the requirements for eligibility for membership requesting women descended from Patriots of the American Revolution to send their names to Miss Washington. Thus initial membership was begun and encouraged in a democratic manner.

October 11, 1890: The official date of the founding of the National Society Daughters of the American Revolution. Columbus Day had been chosen because it was through the interest of a woman, Queen Isabella of Spain, that Columbus made his discovery. But October 12, 1890, fell on a Sunday, so the meeting was held on Saturday afternoon.

ADMINISTRATIONS 1890-2019

ADDITIONAL INFORMATION AVAILABLE UPON REQUEST FROM THE OFFICE OF THE RECORDING SECRETARY GENERAL

Caroline Scott Harrison (Mrs. Benjamin), Indiana. Organizing member of the National Society. President General October 1890-1892. NSDAR Constitution, Seal, Motto, Insignia and Colors adopted. *Daughters of the American Revolution Magazine* authorized. Society incorporated under the laws of the District of Columbia. First Continental Congress held on Washington's birthday 1892. Died in office.

Mary Virginia Ellet Cabell (Mrs. William D.), Vice President Presiding 1892-1893, Virginia. Served under Mrs. Harrison; the *only* woman to serve as President Presiding (following Mrs. Harrison's death).

Letitia Green Stevenson (Mrs. Adlai E.), Illinois
President General 1893-1895 and 1896-1898
Mary Parke McFerson Foster (Mrs. John W.), Indiana
President General 1895-1896
Mary Margaretta Fryer Manning (Mrs. Daniel), New York
President General 1898-1899 and 1899-1901
Cornelia Cole Fairbanks (Mrs. Charles W.), Indiana
President General 1901-1903 and 1903-1905
Emily Nelson Ritchie McLean (Mrs. Donald), New York
President General 1905-1907 and 1907-1909
Julia Green Scott (Mrs. Matthew T.), Illinois
President General 1909-1911 and 1911-1913
Daisy Allen Story (Mrs. William Cumming), New York
President General 1913-1915 and 1915-1917
Sarah Elizabeth Mitchell Guernsey (Mrs. George Thatcher), Kansas
President General 1917-1920
Anne Belle Rogers Minor (Mrs. George Maynard), Connecticut
President General 1920-1923
Lora Haines Cook (Mrs. Anthony Wayne), Pennsylvania
President General 1923-1926

Grace Lincoln Brosseau (Mrs. Hall), Connecticut
President General 1926-1929
Edith Erwin Hobart (Mrs. Lowell Fletcher), Ohio
President General 1929-1932
Edith Scott Magna (Mrs. Russell William), Massachusetts
President General 1932-1935
Florence Hague Becker (Mrs. William A.), New Jersey
President General 1935-1938
Sarah Corbin Robert (Mrs. Henry Martyn Jr.), Maryland
President General 1938-1941
Helena R. Pouch (Mrs. William H.), New York
President General 1941-1944
May Erwin Talmadge (Mrs. Julius Young), Georgia
President General 1944-1947
Estella A. O'Byrne (Mrs. Roscoe C.), Indiana
President General 1947-1950
Marguerite Courtright Patton (Mrs. James B.), Ohio
President General 1950-1953
Gertrude Sprague Carraway (Miss), North Carolina
President General 1953-1956
Allene Wilson Groves (Mrs. Frederic A.), Missouri
President General 1956-1959
Doris Pike White (Mrs. Ashmead), Maine
President General 1959-1962
Marion Moncure Duncan (Mrs. Robert V. H.), Virginia
President General 1962-1965
Adele Woodhouse Erb Sullivan (Mrs. William Henry Jr.), New York
President General 1965-1968
Betty Newkirk Seimes (Mrs. Erwin Frees), Delaware
President General 1968-1971
Eleanor Washington Spicer (Mrs. Donald), California
President General 1971-1974
Sara Roddis Jones (Mrs. Henry Stewart), Wisconsin
President General 1974-1975
Jane Farwell Smith (Mrs. Wakelee Rawson), Illinois
President General 1975-1977
Jeannette Osborn Baylies (Mrs. George Upham), New York
President General 1977-1980
Patricia Walton Shelby (Mrs. Richard Denny), Mississippi
President General 1980-1983
Sarah McKelley King (Mrs. Walter Hughey), Tennessee
President General 1983-1986

Ann Davison Duffie Fleck (Mrs. Raymond Franklin), Massachusetts
President General 1986-1989
Marie Hirst Yochim (Mrs. Eldred Martin), Virginia
President General 1989-1992
Wayne Garrison Blair (Mrs. Donald Shattuck), Ohio
President General 1992-1995
Dorla Eaton Kemper (Mrs. Charles Keil), California
President General 1995-1998
Georgane Ferguson Love (Easley) (Mrs. Dale Kelly), Mississippi
President General 1998-2001
Linda Tinker Watkins (Mrs. Robert Wayne), Tennessee
President General 2001-2004
Presley Merritt Wagoner (Mrs. Joel Morris), West Virginia
President General 2004-2007
Linda Gist Calvin (Mrs. Jerry), California
President General 2007-2010
Merry Ann T. Wright (Mrs. Lawrence Francis), New York
President General 2010-2013
Lynn Forney Young (Mrs. Steven), Texas
President General 2013-2016
Ann Turner Dillon (Mrs. William), Colorado
President General 2016-2019

DAR HANDBOOK

The *DAR Handbook* was originally compiled by Bessie B. Pryor in March 1936. The NSDAR National Bylaws were added in 1978 for the convenience of members.

DAR HANDBOOK COMMITTEE CHAIRS

Anne S. Musgrave ..... September 1938, Reprint 1940

Mary H. Forney and Bessie B. Pryor ..... January 1942

Grace C. Marshall and Bessie B. Pryor ..... July 1945

Marguerite C. Patton .....July 1948

Leda F. Rex ..... July 1951

Dorothy D. Trewhella .....July 1953, Reprint 1955

Gladys B. Beak..... August 1956, Reprint 1958

Adele Woodhouse Erb Sullivan ..... May 1960
Betty Newkirk Seimes..... July 1963
Roberta C. Kilbourn ..... July 1966
Sara Roddis Jones..... August 1969
Marjorie Stephens Howland..... July 1972
Jane Farwell Smith and Gilberta Wood Westbrooke ..... May 1975
Patricia Walton Shelby ..... April 1978
Betty Bittenbender Miller..... July 1981
Marie Hirst Yochim..... August 1984
Marilyn Raub Creedon .....September 1987
Wayne Garrison Blair..... August 1990
Jan Van Duzer Rohrs.....September 1993
Georgane Ferguson Love Easley.....September 1996
Linda Tinker Watkins.....September 1999
Elizabeth Oglesby Haugh.....September 2002
Gale Jones Fixmer .....October 2005
Merry Ann Thompson Wright.....October 2008
Beverly Woodruff Jensen.....October 2011
Ann Turner Dillon ..... February 2014
Denise Doring VanBuren ..... February 2017
Pamela Rouse Wright.....November 2020

NOTES

CHAPTER II

NATIONAL HEADQUARTERS

The National Society owns an entire city block, bounded by 17th, 18th, C and D streets NW, in one of the most beautiful sections of Washington, D.C. There are three adjoining and connecting structures: Memorial Continental Hall, built in 1905; Constitution Hall, built in 1929; and the Administration Building, originally constructed in 1923 and enlarged in 1950. In 1979, eight additional offices were added to the Administration Building. This is one of the largest and most valuable complexes of buildings in the world built, owned and maintained exclusively by women.

The DAR Headquarters is open to members and the public. Please consult the back of the title page of this handbook for current hours. The buildings are closed on federal holidays and selected other days during the year. The buildings are closed to the public during Continental Congress. Consult the DAR Members' Website for up-to-date information. Daughters are welcome to visit when they are in the Washington, D.C. area.

ADMINISTRATION BUILDING

The Administration Building houses the administrative offices of the National Society, as well as the Americana Collection, the DAR Museum and several other important areas of interest.

AMERICANA COLLECTION

One of the major projects undertaken by the NSDAR to commemorate its 50th anniversary celebration in 1940-1941 was the creation of a collection of early American manuscripts and imprints known as the Americana Collection. The nucleus of this collection was material culled from the Society's own library and museum. When the addition to the NSDAR Administration Building was planned later in the 1940s, provision was made for a special, climate-controlled Americana Room to house the Americana Collection.

The Americana Collection focuses primarily on Colonial America, the Revolutionary War era and the Early Republic. However, some late nineteenth-century and twentieth-century items have been incorporated, such as materials pertaining to notable, contemporary Americans and to

landmark events in recent history. Manuscript items include letters, ledgers, diaries, indentures, land deeds and grants, political and government papers, legal and court records, birth, baptismal and marriage records, wills, maps, military papers and commissions, autographs (especially of presidents and first ladies of the United States, all of the signers of the Constitution of the United States and all of the signers of the Declaration of Independence), business papers, tax records, drawings and music. Printed materials include books, forms, almanacs, sermons, newspapers, pamphlets, schoolbooks, lithographs, tintypes, photographs, paper currency and music.

Correspondence concerning potential gifts to the Americana Collection should be directed to the Director of History and Archives, Office of the Historian General, NSDAR, 1776 D Street NW, Washington, D.C. 20006-5303, or to historian@dar.org. Once the archivist has indicated that a gift is acceptable, two gift agreement forms will be sent to the donor. These forms must be completed and signed by the donor and should accompany the gift when it is presented to the Americana Collection. Whenever possible, a history of the past ownership of the document should be attached to the gift agreement forms. Donors are asked not to attempt the repair of documents, which should be done only by experts.

Monetary contributions to the collection are welcome and can be given to Friends of the Americana Collection or the Americana Room Fund described in the section titled “Historian General” in Chapter V.

CONGRESS AND SPECIAL EVENTS OFFICE

All Continental Congress events and activities are coordinated through the Congress and Special Events Coordinator, whose office is located on the second floor of the Administration Building in the Public Relations Office.

DAR HISTORICAL RESEARCH LIBRARY

The DAR Historical Research Library, a small library primarily focused on the history of the National Society, was placed under the care of the Historian General in the mid-1980s. The library has been catalogued, facilitating access to the wide variety of American history-oriented items therein. Primarily, the library is consulted by NSDAR staff members and by researchers utilizing the Americana Collection; however, all of the library’s materials may be used on-site by the public for research purposes. Inquiries about possible donations of books and pamphlets to the Historical Research Library should be addressed to the Director of History and Archives, Office of the Historian General, NSDAR, 1776 D Street NW, Washington, D.C. 20006-5303, or to historian@dar.org.

DAR MUSEUM

One of the first considerations of the founding members of the National Society was a museum to protect historic relics relating to the American Revolution and Early Republic. The original committee was known as the Committee of Revolutionary Relics. In 1935 the name was changed to the DAR Museum Committee and in 2013 it became the DAR Museum Outreach Committee.

The DAR Museum mission statement reads, "The DAR Museum exists as a department of the National Society Daughters of the American Revolution and has as its mission to support the Society's goals of historic preservation, education and patriotism by collecting, preserving, exhibiting and interpreting the material culture and social history of pre-industrial America." The DAR Museum's impressive collection of decorative arts reflects the artistry and the craftsmanship of objects made and used in pre-industrial America.

Today, the DAR Museum consists of the exhibition gallery, the Yochim Gallery, the Museum Shop and 31 period rooms sponsored by states. See the "Memorial Continental Hall" section for further information regarding these rooms.

The major source of funds for acquisitions, exhibition expenses and publications are donations received from the membership. For more information, see the "Curator General" section of Chapter V.

Accreditation

The DAR Museum received accreditation from the American Alliance of Museums, formerly the American Association of Museums (AAM) in 1973. The Museum was reaccredited in 1992, 2004 and 2010.

Donation of Objects

Individuals, chapters or organizations interested in donating an object to the Museum are urged to send a photograph and any available history of the object to the DAR Museum Office. The Museum collection consists of objects made and used in pre-industrial America and these objects show what life was like in America during this period. The object is studied and evaluated by the Museum staff. If the object is appropriate for the Museum collection, a gift form is sent to the donor. After this form is signed, the object becomes the property of the DAR Museum and the National Society.

The DAR Museum office has a "wish list" of objects needed to complete the Museum collection.

The Museum's policy regarding the display of objects is: "although all gifts will be placed on exhibition at some time, both limited space and the fragile nature of objects prohibit the promise of permanent exhibition."

Educational Programs

The DAR Museum offers a variety of educational programs, including lectures, group tours, adult and family programs and summer camps. The Museum actively works with schools in the Washington, D.C., area and special interest groups such as the Girl Scouts of America. Outreach programs and social media platforms allow the Museum to extend its reach across America and around the globe.

DAR Museum Reference Library

The extensive collection of resource books relating to Colonial and Pre-Industrial American objects is vital to the Museum staff's research. The library, which consists of more than 4,000 volumes (whose catalog is available electronically through the DAR genealogical library), is located in the DAR Museum office. This library is for the use of staff, docents, members and outside researchers. All contributions to this library are gratefully accepted and donations can be made through the Give a Book program on the DAR Members' Website.

DAR Museum Shop

The DAR Museum Shop is located in the main Museum Gallery on the first floor of the Administration Building. The shop supports the Museum's mission by offering books, educational toys and gifts related the Museum's collection and exhibitions. All Museum Shop proceeds support the Museum's exhibitions, programs and publications. The DAR Museum Shop Trunk Show is available for DAR meetings and conferences. For more information, contact the DAR Museum Office or visit the website at www.dar.org/museum.

DAR Museum Docents

Volunteer docents assist the DAR Museum by providing guided tours to visitors. All persons age 18 and older are eligible to become docents. Docents must complete a training course and maintain certification to give tours. Certified docents are eligible to wear a DAR Museum Docent pin. A bar may be added to the docent pin for every 300 hours of service. The Docent Program is part of the DAR Museum Outreach Committee.

DAR Museum Correspondent Docents

The Correspondent Docent Program is a public outreach opportunity to further the Museum's visibility nationwide. Correspondent Docents present programs to DAR chapters, community organizations, seniors, school groups and more.

The Correspondent Docent Program is part of the DAR Museum Outreach Committee. Any DAR member, except members-at-large, may

become a correspondent docent. Contact your state DAR Museum Outreach Committee chair for a Correspondent Docent Application Form and more information.

THE DAR INSIGNIA STORE IN THE OFFICE OF THE CORRESPONDING SECRETARY GENERAL

The DAR Insignia Store began servicing members during the 129th Continental Congress following the vote of the 128th Continental Congress to bring the insignia operation in house. Members may order insignia by visiting the on-line store on the DAR Members' Website at https://shop.dar.org/dar-insignia-store/ or by calling the toll-free number (888) 327-1890 for the DAR Insignia Store.

THE DAR STORE IN THE OFFICE OF THE CORRESPONDING SECRETARY GENERAL

The DAR Store is located on the ground floor of the Administration Building. The hours of operation are Monday-Friday, 8:30 a.m.-4 p.m. It features items such as membership supplies, chapter supplies, gift items, books, posters, medals and more. The store also sells items that support the President General's Project and all Junior Shoppe products.

To place an order for these supplies or for any additional information regarding other items, visit the DAR Store Online on the DAR Members' Website. To make ordering easier, your credit card order may be placed by calling toll-free at (888) 673-2732 from 8:30 a.m.-3:30 p.m. EST. Visa, MasterCard, American Express and Discover credit cards are accepted with a minimum order of $15.

DEVELOPMENT OFFICE

The Development Office is located on the third floor of the Administration Building. This office is responsible for supporting capital needs, programs and services of the NSDAR through fundraising initiatives including gift planning, major gifts, individual gifts, grant writing and direct mail. Bequests, charitable gift annuities and other gift-planning strategies are offered to donors. The mailing of the NSDAR calendar, return address labels and other related items are initiated from this office. Major gifts to NSDAR, including donations to the President General's Project, should be directed through this office. For further information, see Chapter VIII.

EVENTS OFFICE

Located on the second floor of the Administration Building, the Events Office is responsible for outside rentals at the NSDAR Headquarters buildings and for special events. The Constitution Hall office is responsible for renting that venue.

Every year numerous chapter meetings, weddings, corporate meetings and dinners, as well as television and movie filmings, occur in the various rooms of Memorial Continental Hall and the Administration Building. Please consult the DAR Public Website for additional information on rental of rooms at the DAR National Headquarters.

FOUNDERS MONUMENT

The stately monument to the founders of the NSDAR is located in the south garden on C Street. Dedicated on April 17, 1929, the sculptor was Gertrude Vanderbilt Whitney, an artist of international fame. In April 1966 the gravel approach to the monument was replaced with a flagstone court as a further tribute to the founders. Each year during Continental Congress, the President General places a wreath at the base of the monument, a visible sign that the National Society remembers and honors its founders.

MEMORIAL GARDEN

The Memorial Garden with its beautiful fountain honoring all DAR members, living and deceased, is located on D Street. This garden was created in memory of a Mississippi Daughter who served as the NSDAR Buildings and Grounds Chair. The iron gates were presented by Ohio Daughters; and the flagstone pathway was presented by New York Daughters. In 2016, the Daughters Tribute Memorial was placed in the garden to honor the nearly 1 million women who sustained the mission of the National Society during its 125 years of service to America. Each year, the President General places a wreath at the Daughters Tribute to remember and honor the devotion of all members.

ARCHIVES AND SPECIAL COLLECTION PERTAINING TO THE HISTORY OF THE NSDAR

The Archives of the NSDAR is the repository for the non-current, permanent records created in the course of the business of the National Society. Records include correspondence, memoranda, reports, minutes, project files, scrapbooks and financial records generated or maintained by the NSDAR National Board of Management, especially by the National Executive Officers and their offices and national committee chairs. Additionally, the National Society's Archives house some select

materials such as commemorative ceramics and memorabilia from Continental Congress, as well as items from state societies and local chapters, such as DAR-related minutes, Treasurers' reports, scrapbooks, photographs and audio/video records. For guidance concerning the storage and maintenance of DAR records by local chapters and state societies, please contact the Office of the Historian General. All DAR records must remain totally under DAR control and must be stored in such a fashion that they are not accessible to the public. The NSDAR Archives Fund was established in 1995. For further information see the Historian General section in Chapter V.

The Special Collection Pertaining to the History of the NSDAR consists of materials about the DAR but not generated by the Society. This collection contains items including newspaper and journal articles and books featuring the Society and its notable members, letters with references to the NSDAR, photographs and musical compositions dedicated to the DAR.

DAR members, chapters and state societies are encouraged to consider donating items to the NSDAR Archives or the Special Collection. Correspondence concerning potential donations should be sent to the Director of History and Archives, Office of the Historian General, NSDAR, 1776 D Street NW, Washington, D.C. 20006-5303, or to historian@dar.org.

PUBLIC RELATIONS OFFICE

The Public Relations Office is located on the second floor of the Administration Building. This office is responsible for enhancing the visibility of the NSDAR to the public and increasing member communications through the Public and Members' Websites, publications, videos, special events, media relations, advertising, promotional material and social media. This office also works closely with the Office of the President General to plan and support Continental Congress.

SEIMES TECHNOLOGY CENTER

The Seimes Technology Center houses the DAR Library's collection of databases, microfilm and microfiche (microforms) useful for genealogical research and for verification of membership Applications. The Center is located on the first floor of the Administration Building on the north hallway. There is no charge for entrance to the Center. The collection houses state and local records unavailable in printed form, as well as DAR membership Applications and other historical and genealogical sources. The records cover all periods of American history.

Researchers are able to view and print copies of digitized membership Applications, Supplemental Applications the accompanying documentation and digitized Genealogical Records Committee Report.

CONSTITUTION HALL

The National Society's third building, Constitution Hall, fronts 18th Street. The NSDAR built Constitution Hall for its annual Continental Congress. A premier concert hall in Washington, D.C., the Hall has a capacity of 3,702 and is used for many types of events. The only building dedicated to the U.S. Constitution, it was placed on the Register of National Historic Landmarks in 1986.

MEMORIAL CONTINENTAL HALL

Memorial Continental Hall, on 17th Street across the Ellipse from the White House grounds, was for many years the National Society's only building. The Hall was designated as a Registered National Historic Landmark in 1973 because of its significance in United States history as the site of the nine-nation Conference on Limitation of Armaments in 1921-1922. NSDAR is unique in owning two interconnected historic landmark buildings.

The historic auditorium in Memorial Continental Hall, where the NSDAR held its early Continental Congresses, now serves as the DAR Library. Also in Memorial Continental Hall are 31 state period rooms and the Yochim Gallery. The period rooms, part of the DAR Museum, are maintained by the individual state organizations under the direction of the Curator General.

DAR LIBRARY

The DAR Library, established in 1896, has grown into one of the nation's premier genealogical research centers. It is housed in the former auditorium of Memorial Continental Hall and contains more than 250,000 volumes and approximately 25,000 files of genealogical information. Family histories and genealogies comprise about one-quarter of the book collection, with the remainder being state and local histories and record abstracts. The out-of-print DAR publication, *American Genealogical Research at the DAR Washington, D.C.* (second edition, revised 2004), provides researchers with detailed information about using the collections of the DAR Library and other offices at National Headquarters. It is

available in libraries nationwide. Other Library publications include *Forgotten Patriots: African American and American Indian Patriots in the Revolutionary War* (2008); *America's Women in the Revolutionary Era, 1760-1790: A Bibliographic Guide* (2011); and *Source Guide(s) for Genealogists and Historians* for various states, including Connecticut, Georgia, Massachusetts and Maine, New York, North Carolina, Rhode Island, South Carolina and Virginia. Source guides for the remaining original states will follow.

The Library's primary mission is to provide and to maintain a research collection in the specialties of United States genealogy and local history that will enable researchers to establish lineage to Revolutionary soldiers and Patriots. The collection does, however, encompass much more than the period of the American Revolution, as it covers all 400 years of American history in great detail.

Now in its second century, the DAR Library continues to prosper with support from members and the public. Each year the collections grow and become richer in detail. All Daughters are urged to continue this tradition of support.

For additional information on the DAR Library, see the Chapter V "Librarian General."

PERIOD ROOMS

In 1938, the state period rooms were transferred to the jurisdiction of the DAR Museum. These 31 rooms offer a view of life in early America and several represent a specific state at an important time in its history. Articles to be placed in period rooms and/or alterations to these rooms must be approved by the Curator General. Although sponsored by the states, the state period rooms and their contents are the property of the DAR Museum and the National Society.

NOTES

CHAPTER III

MEMBERSHIP

Membership in the NSDAR is a unique opportunity to honor one's lineage and heritage as a descendant of a Patriot of the American Revolution. Eligible applicants interested in participating in the historic preservation, educational and patriotic activities of the National Society are welcome. An individual may join a chapter by request or invitation of the chapter or may join the National Society as a member-at-large. She is accepted as a member of the National Society by action of the National Board of Management. Regardless of membership type, each Daughter contributes her service to the collective strength and progress of the National Society Daughters of the American Revolution.

OWNERSHIP OF APPLICATION PAPERS

The official DAR Application papers and Supplemental papers are part of the property of the National Society and as such, the use and control of this genealogical material is retained by NSDAR under its intellectual property rights. DAR Application papers retained by chapters are provided solely for their convenience and must not be placed in storage areas accessible to the public, including postings online on public sites or publishing in any form beyond summaries of lineage. For guidelines regarding the handling of Application papers from disbanded chapters refer to the NSDAR National Bylaws, Article XIII. Chapters. Section 18(c).

The revenue derived from sales of record copies is a valuable and protected asset of the National Society. Application papers of active, deceased, resigned or dropped members may be ordered online through the Genealogical Research System (GRS). They may also be obtained from the Office of the Library Copy Services, DAR Library for a fee. Checks, in the proper amount, should be made payable to the Treasurer General, NSDAR. Contact the DAR Library or refer to the DAR Members' Website for the proper amount to remit. If the record is not available, the fee is not refunded because it covers the search. See the section on the Librarian General in Chapter V for further information.

NATIONAL DUES

Each member is responsible for the timely payment of her national dues. The annual dues are due and payable on December 1 and shall be

credited for the upcoming fiscal year which begins January 1. Annual national dues are payable either online through Chapter Direct Payment or by mail postmarked no later than December 1 and are delinquent after that date. The current annual national dues for a chapter member are $42[1] and $58 for a member-at-large. The current annual national dues for a member-at-large who is a prospective organizing member are $42.

A chapter member must pay her national dues (plus her state and chapter dues) to the Chapter Treasurer. The Chapter Treasurer sends the annual national dues for the members of the chapter to the Office of the Organizing Secretary General either online by Chapter Direct Payment by December 1 or with a chapter check or money order, payable to the Treasurer General, NSDAR, showing a cancellation date from the U.S. Postal Service, or another carrier, no later than December 1.

A member-at-large will receive her dues invoice from the Office of the Organizing Secretary General and will remit her annual national dues payment by visiting www.DAR.org/atlarge via credit card, or by mail via check or money order (payable to the Treasurer General NSDAR), showing a cancellation/shipment date no later than December 1.

A member whose dues remain unpaid on December 1 is in arrears and loses the privileges of a member in good standing. She may neither resign nor transfer, may not vote for delegates or alternates to meetings of the state or National Society, nor be a representative of her chapter at such meetings.

If the national dues of a member remain unpaid by the last day of February, her membership in the National Society is automatically terminated, and her name is removed from the membership roll.

The dues of a member admitted or reinstated after July 5, shall be credited for the upcoming dues year which begins December 1.

BECOMING A MEMBER

Eligibility

An applicant for membership must be no less than 18 years of age. She shall prove direct lineal bloodline descent from an ancestor who aided the fight for American independence. She must provide documentation for each statement of birth, marriage and death. This shall include the applicant's birth certificate naming her parents. This applies to new ancestors and to previously accepted lineages for which documentation was not required at the time of acceptance.

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[1] Dues amounts are current as of July 2016. Please contact the Office of the Organizing Secretary General or the DAR Members' Website to verify the most up-to-date amount, as they may be subject to change.

Acceptable Service of Patriots

The National Society accepts service, with some exceptions, for the period between April 19, 1775, (Battle of Lexington) and November 26, 1783 (withdrawal of British troops from New York). Acceptable service includes:

- **Signers of the Declaration of Independence**
- **Military Service,** such as participation in
  - Army and Navy of the Continental Establishment
  - State navy
  - State and local militia
  - Coast Guard and privateers
  - Military or naval service performed by French nationals in the American theater of war.
- **Civil Service** (holding office under authority of the Provisional or new State Governments) such as:
  - State officials
  - County and town officials such as but not limited to: town clerk, selectman, juror, town Treasurer, judge, sheriff, constable, jailer, surveyor of highways, justice of the peace.
- **Patriotic Service,** which includes:
  - Signers of Oaths of Fidelity and Support or Oaths of Allegiance
  - Members of the Boston Tea Party
  - Defenders of forts and frontiers and signers of petitions addressed to and recognizing the authority of the provisional and new state governments
  - Doctors, nurses and others rendering aid to the wounded (other than their immediate families)
  - Ministers who gave patriotic sermons
  - Furnishing a substitute for military service
  - Prisoners of war or refugees from occupying forces
  - Prisoners on the British ship *Old Jersey* or other prison ships
  - Service in the Spanish troops under Galvez or the Louisiana Militia after December 24, 1776
  - Service performed by Spanish nationals within the colonies in support of the American cause
  - Service performed by French nationals within the colonies or in Europe in support of the American cause
  - Those who rendered material aid, such as furnishing supplies with or without remuneration, lending money to the Colonies, munitions makers, gunsmiths, etc.
  - Those who paid a specific supply tax to support the Revolution.
  - Those who rendered material aid, in Spanish America, by supplying cattle for Galvez's forces after December 24, 1776

- Those who took the Oath of Allegiance in Virginia from October 1779 to November 26, 1783, for Certificates of Rights to land for settlement and those who were entitled to and were granted pre-emption rights
- Those who took the Oath of Allegiance to enter land in North Carolina, November 15, 1777 to November 26, 1783.

Patriotic Service ***might*** begin as early as April 1774. DAR recognizes, for this early period, membership in:

- Committees of Inspection, Correspondence and Safety
- Continental Congress, state conventions and assemblies.

Preparation of Traditional Application Papers

1) One Application paper shall be prepared.
   a) Applications submitted through a previously established ancestor should be prepared using the "Build an Application," available on the Genealogical Records System (GRS) website. Once the Application is populated with data from a previously approved Application, the information can then be edited. If the Application is through a new ancestor, Application blank forms may be computer generated using the approved electronic forms available from the DAR Members' Website, which includes a Mac-compatible form.
   b) All submitted Applications must have the same spacing and printed appearance as the standard blank forms used by NSDAR. All Applications should be printed using the legal size format on acid-free, 25 percent rag content paper.
   c) Applications must be typed or computer generated and printed in black ink. All signatures must be written in black ink. The Application may be printed on four separate Pages. It is not necessary to print on both sides. If the applicant requires assistance obtaining the required documentation to complete an Application, assistance is available from the chapter Lineage Research Chair.
2) One original paper should be prepared, including the attest by the Chapter Regent and Chapter Registrar of the applicant's signature. If the applicant does not sign in the presence of the chapter's officers, her signature should be notarized. To assist prospective members in distant locations and eliminate the need for notarization, papers may be endorsed through live streaming online. The applicant must provide a government issued photo ID during the online endorsement process.
3) Chapter officers must also sign the front page indicating that the applicant has been endorsed by two members of the chapter to whom she is known, pending verification of the Application by the Office of the Registrar General.
   a) If one or both of the above officers are not available to sign the

Application papers, the chapter First Vice Regent, Recording Secretary or Treasurer may sign the Application or attest the applicant's signature.

b) If this is done, the officer signs her name followed by her office title (i.e., First Vice Regent, Recording Secretary, or Treasurer).

4) Officers signing an Application paper shall be current officers; endorsers are to be members in good standing of the chapter the applicant is joining.
5) Each generation should be complete with all information for both parents. Use full names, not initials. All dates and places shall be as complete as possible with one copy of documentation **(do not send originals, they will not be returned**) for each birth, marriage and death date and place. The applicant must furnish documentation for proof of her date and place of birth and her biological parents. **Note: Many short form birth certificates now issued by states do not name the parents and cannot be used to prove lineage.**
6) Documentation for all generations from the Revolutionary ancestor to the applicant must show the lineal descent between each generation, sufficient proof that the ancestor named is correct and the Revolutionary Patriot's service and place of residence during the Revolutionary War must be proven and documented to be correct**. Data submitted as proof is subject to NSDAR standards and interpretation and becomes the property of the National Society.**
7) Since January 1, 2014, NSDAR has accepted Y-DNA evidence in support of new member Applications and Supplemental Applications. DNA, mtDNA and Y-DNA test results as part of a genealogical analysis of evidence under guidelines set forth by the Genealogy Department effective June 21, 2020 submitted along with other documentation will be considered along with all of the other source documentation provided to prove heritage. Y-DNA will not be considered as stand-alone proof of lineage because while it can be used as a tool point to a *family*, it cannot be used as absolute proof for an *individual.*
8) As of June 19, 2020, NSDAR accepts Y-DNA, Mitochondrial DNA and Autosomal DNA for New Member and Supplemental Applications, as outlined in the *Genealogy Guidelines*.
9) The applicant's name, chapter, chapter computer code number, ancestor's name, generation(s) and date of submission should be placed on the back of each piece of documentation. (**Note**: Do not send multiple copies of documentation which apply to more than one generation; mark all appropriate generations on the back of the documentation.)

Submitting a Traditional Application

1) Each Application should be accompanied by a chapter check payable to the Treasurer General, NSDAR, in the amount of the Application fee and current national dues. Send all completed documents to the Office of the Registrar General, NSDAR.

a) Application papers are reviewed in the order received. Every effort is made to review the papers in a timely manner.
b) Dues for members accepted or reinstated on or after July 5 shall be credited for the upcoming dues year, which begins December 1.

2) Check carefully the amount of postage required to send an Application, since proof documents will increase the weight of the package. It is suggested that Applications be sent by registered mail with a return receipt requested. NOTE: No deliveries are made on Saturdays, Sundays or holidays.
3) Refer to the DAR Members' Website for the proper amount to remit. (Applications/Supplementals, then Fees and Policies)
4) An Application paper not accompanied by a check in the proper amount will not be processed until the required fees are received.
5) All follow-up correspondence regarding a submitted Application should be sent directly to the Office of the Registrar General. This includes additional proof that has been requested by a verifying genealogist. Please include a note indicating that the required fee has previously been sent along with a copy of the letter requesting additional proof.
6) If the Application cannot be verified, the chapter may request assistance from the Chapter Development and Revitalization Commission or the America 250! Membership Task Force. For further information, see Chapter Development and Revitalization Commission (CDRC) in Chapter VII.
7) An applicant cannot change chapter affiliation while the Application is pending at National Headquarters. After membership is granted, the new member may transfer into a different chapter. See Changes in Membership Status and Procedures in Chapter III.

Electronic Applications

Applicants and chapters now have the option of preparing and submitting Applications online. More detailed instructions may be found online, but the requirements are essentially the same as the traditional Application process. To begin the process, a Chapter Registrar, or other authorized Officer, can access the electronic Application portal via e-Membership.

1) Upon logging into e-Membership, authorized Chapter Officers will see a section labeled "Electronic Application," which includes a link "Open eApp."
2) After clicking on this link, the officer will be taken to the portal. If prompted for a login, use the same user name and password used to access e-Membership.
3) After a chapter has voted to accept a prospective member, the Chapter Registrar, (or other authorized Officer), will use the Application Invite option in the eApp portal to send the prospective an invitation to begin completing her Application.

4) Please read the instructions carefully before beginning the Application process.
5) The prospective member may complete as much as the Application as she is able to do. Chapter Officers may help as much as needed.
6) Once the Application is completed, two authorized Chapter Officers must approve the Application electronically. This is typically the Regent and Registrar of the chapter.
7) Once the Chapter Officers have approved the Application, the next step is known as Mid-Level Review. This is conducted by selected volunteers who may either return the Application to the prospective/chapter for additional revisions or may accept the Application.
8) Once an Application is accepted at the Mid-Level Review, the Application is returned to the prospective for her to complete payment using a credit card.
9) After payment is made, the Application will be imported into our internal system and placed in the queue for review by a genealogist.

SUPPLEMENTALS

Supplementals are Application papers that establish additional Revolutionary ancestors from whom a member is descended. Researchers often consult DAR Application papers when they are in the process of applying for membership. Only members of NSDAR may submit Supplemental lines for verification. The same Application forms are used for submitting Supplementals as for new member Applications. Supplementals are subject to the same genealogical requirements as Applications.

Submitting a Supplemental Application

1) The Supplemental paper must meet all of the same requirements as an Application, including proof for each generation. Proof submitted is subject to DAR standards and interpretation.
2) The applicant's signature need not be notarized or attested by a chapter officer.
3) Only the Chapter Registrar and the member need sign the papers on the front Page. Chapter Registrars should review a Supplemental Application with the same scrutiny given a prospective member Application. If the Chapter Registrar is not available to sign the Supplemental paper, the Chapter Regent, First Vice Regent, Recording Secretary, or Treasurer may sign the papers. If this is done, she must sign her name followed by the title of her office.
4) **If a Supplemental paper cannot be verified**, another ancestor may not be substituted. The fee is retained to offset the cost of review and the paper is returned to the member.

5) The fee for a Supplemental should be issued on a chapter or personal check payable to the Treasurer General, NSDAR.
6) Refer to the DAR Members' Website for the proper amount to remit. (Applications/Supplementals, then Fees and Policies)
7) See also instructions under Submitting an Application.

If you would like to order a certificate for additional ancestors verified with Supplementals, mail your request to the Office of the Registrar General. Include a check for the proper amount payable to Treasurer General, NSDAR. Refer to the DAR Members' Website for the proper amount to remit. Furnish your name, national number, mailing address and the name of the ancestor.

Notification of Verification

It is the responsibility of the Chapter Registrar to notify a member when her Supplemental has been verified. The status may be tracked via e-Membership.

Withdrawing a Supplemental

A member may withdraw her pending Supplemental at any time before the two-year review period expires. This may be done either in writing, via the mail or by e-mail to Supplementals@dar.org.

Requesting an Extension

If an Application or Supplemental is nearing the end of its two-year review period, an extension may be requested. One extension of up to six months may be granted. Additional extensions are not allowed. The extension may be requested via e-mail to the Director of Genealogy or genealogy@dar.org.

Submitting Corrections to Genealogy

When errors are found in the lineage or the service record of an accepted ancestor, a letter explaining the corrections should be mailed to the attention of the Corrections Genealogists. The letter should be accompanied by documentation, which proves the requested correction. Corrections are made only when an Application or Supplemental is received on the ancestor. For other corrections, please see the DAR Members' Website for instructions.

A code may be added to the record of a previously accepted ancestor when information is located which questions his or her service. **In such cases, the line is closed to future applicants until documentation is provided that conclusively proves the ancestor's correct service.**

Verification

If an Application or Supplemental does not prove eligibility as submitted, additional proof will be requested. **Applicants and Registrars should keep a copy of all documentation submitted.**

1) No original research or pre-examination of Applications will be rendered. It is the responsibility of the applicant to furnish sufficient documentation to prove the paper.
2) If the paper cannot be verified within the two-year limit established by the National Board of Management, the Application fee shall be applied toward the expense of the Office of the Registrar General in attempting to verify the paper and the dues and papers submitted shall be returned to the Chapter Registrar, or to the applicant, if applying as a member-at-large. Once an Application is verified for membership, proof documents are not returned.

   If the applicant wishes to withdraw the Application before the two-year limit, a request for the return must be provided to the Genealogy Department at genealogy@dar.org. Only the following persons may make that request: the Applicant, Chapter Regent, Chapter Registrar, State Regent or State Registrar. First years' dues and the paper Application will be returned to the chapter, but the Application fee will be retained. If an electronic Application, first year's dues will be refunded to the applicant.
3) An applicant for membership may substitute another ancestor at no additional fee if the original ancestor cannot be verified and the Application is still pending in the Genealogy Department. Substitution of an ancestor is not permitted on a Supplemental paper.

Notification of Membership

National Board of Management meeting reports, including a list of approved members, are available on the e-Membership Website. Those who do not have computer access may obtain an active chapter roster by contacting the Office of the Organizing Secretary General at (202) 879-3224.

The Chapter Registrar has the responsibility for notifying a new member of her acceptance to membership.

Members-at-large are notified by the Office of the Registrar General.

A PDF copy of the verified Application will be posted on e-Membership following the applicant's acceptance to membership by the electronic vote of the National Board of Membership each month. Chapter officers with access may download the copy, save it as a file or print it. The chapter provides a copy to the newly accepted member. A copy may also be purchased through the Genealogical Research System (GRS) or the Library Copy Services. The fee is $10 per electronic Application, or $15 per paper copy. The e-mail address is

copyservices@dar.org. A Supplemental Application will be posted on e-Membership following its verification. A paper copy of the verified Application or Supplemental will be mailed to a member-at-large.

All new members will receive a certificate of membership from the Office of the Registrar General.

Requests for replacement of membership certificates should be mailed to the Office of the Registrar General. Include a check for the proper amount payable to Treasurer General, NSDAR. (Refer to the DAR Members' Website for the proper amount to remit.) Furnish name, national number and name of the ancestor.

TYPES OF MEMBERSHIP AND PROCEDURES

CHAPTER MEMBERSHIP

Acceptability for chapter membership is determined by the chapter and the procedure shall be in the chapter bylaws. The National Society requires that an applicant for membership through a chapter be endorsed by two members of that chapter who are in good standing and to whom the applicant is personally known. No chapter may discriminate against an applicant on the basis of race or creed.

The applicant may be consulted about her ability to complete the Application paper for membership in the National Society. It is important that the member working with the applicant assist her with eligibility requirements. Instructions for the preparation of DAR Application papers, is available on the DAR Members' Website.

MEMBER-AT-LARGE

An applicant wishing to become a DAR member, but unable to be active in a chapter because of lifestyle, distance or personal preference, may wish to join as a member-at-large. The applicant for member-at-large fulfills the same DAR lineage and Application requirements as applicants who are applying for membership in a chapter.

Member-at-Large Application Process

1) Application papers shall be secured from the State Regent of the state in which the applicant resides, or, if overseas where no chapter exists, from the Units Overseas National Chair.
2) The Application papers must be completed as for any other applicant, **except that** an applicant for member-at-large shall be endorsed by two members in good standing in the state or country in which the applicant resides; the papers shall be notarized, countersigned by the

State Regent, who shall personally verify the acceptability of the applicant, or shall delegate the investigation to a DAR member living in the vicinity of the applicant. In lieu of a notary, the organizing regent and State Regent/Units Overseas Chair may sign under the applicant's signature. If joining in a country where no state society exists, the Application shall be obtained through the Units Overseas National Chair, countersigned by the President General and endorsed by the Units Overseas National Chair.

3) The Application fee and current annual member-at-large national dues are payable by a check or money order to the Treasurer General, NSDAR and must accompany member-at-large Application papers when sent to the Office of the Registrar General.
4) Refer to the DAR Members' Website for the proper amount to remit, or contact the Office of the Registrar General. Furnish your name and the name of the ancestor.
5) The Application fee and current annual national dues for a member-at-large who is a prospective organizing member in a new chapter are payable by a check or money order to the Treasurer General, NSDAR and must accompany member-at-large Application papers when sent to the Office of the Registrar General.
6) Dues of a member-at-large admitted or reinstated after July 5 shall be credited for the upcoming fiscal year, which begins January 1.
7) A member-at-large is notified of her acceptance to membership by the Office of the Registrar General.

LEGACY PROGRAM

The Legacy program was created in May 2020 to encourage prospective members to take the easiest pathway to membership in an effort to simplify the application process for the chapter and prospective member. Less documentation translates to faster turnaround time which promotes the applicant's initial excitement, enthusiasm and pride in DAR membership.

Guidelines:

- The legacy designation will only be granted for a prospective member's original submission. Substitute ancestors do not qualify.
    - Prospective member connects to an established lineage within 3 generations.
    - She may connect to her mother, sister, grandmother, daughter, granddaughter, niece, aunt or first cousin.

    - She may connect to a relative's application or supplemental.
    - The exact same lineage must be used to the same patriot ancestor – using 2 or 3 generations and then veering off to a different ancestor does not qualify.
    - The lineage must not be coded in error and the patriot ancestor must not be closed.
    - The prospective member may connect to a relative's short form application or supplemental.
- Applications submitted must be complete and must comply with DAR requirements.
- Legacy designation will be determined by the Genealogy Department.
- The new member with Legacy status will be eligible to purchase the new legacy pin.
    - Eligibility to purchase the pin will not be granted until the 5th of each month for new member applications.
    - Status will be visible to chapter officers with e-membership access after Board approval of new members.
    - The relative whose paper the applicant connected to will also be eligible to purchase the legacy pin.
- No more than 2 relatives may be eligible for Legacy designation.
- Example: A prospective member's mother is a member. The prospective member's application is generated in e-membership from the mother's application using Build-an-App citing the mother's national number as proof for generations 2 to the patriot ancestor. In this case, the prospective member provides a copy of her birth certificate listing her parents' names. The birth certificate is the only piece of documentation needed.

Retroactive Legacy Status Designation

Legacy Status may be conferred retroactively and living members that meet all the requirements of Legacy status for the original new member application submission may purchase the Legacy pin. Members who previously joined using a short form application may be eligible for Legacy status designation. Members desiring Legacy status retroactively should request Legacy via email including name and national number to Legacy@dar.org. Queries will be researched as time allows, so please be patient.

Dues

A member-at-large will receive her dues invoice from the Office of the Organizing Secretary General and will remit her annual national dues

payment by visiting www.DAR.org/atlarge via credit card, or by mail by check or money order (payable to the Treasurer General NSDAR), showing a cancellation/shipping date no later than December 1.

Status Change

A member-at-large may wish to change her membership status by transferring to a chapter, resigning, or being reinstated. See Changes in Membership Status and Procedures.

Membership Privileges

A member-at-large may attend Continental Congress and serve on the House Committee or as a Page, and is eligible to enter various DAR contests and transcription projects. A member-at-large desiring a committee assignment or other information relative to attending Congress should send her full name, national number and current address with her request to the Office of the President General prior to October 15.

OTHER MEMBERSHIP TERMS

ASSOCIATE MEMBERS

A chapter may accept associate members provided that any member so accepted shall be a chapter member in good standing and may be an associate member in not more than two chapters in a state at the same time. Before being enrolled as an associate member and annually thereafter, evidence of membership in good standing in another chapter shall be required (a written communication from the chapter stating that national dues for the current year have been paid) by the chapter granting the associate membership. An associate member shall not be counted toward representation or have a right to vote or to hold office in the chapter in which she holds associate membership.

Units Overseas chapters may have associate members. A chapter overseas may accept associate members provided that any member so accepted shall be a chapter member in good standing. An associate member shall not be counted toward representation, or represent the chapter as delegate at Continental Congress and may not hold a chapter office or have a vote in the chapter. An associate member may, with the approval of the chapter executive committee, hold a chair so long as such appointments do not exceed one-fifth of the total chairs recognized by the National Society. As a Chair, she shall be granted the privilege of the floor for the purpose of giving a report but shall not make motions, second motions or vote. [NSDAR – National Bylaws, Article XIII. Chapters. Sections 19(f)].

The associate members are updated by the chapter leaders through e-Membership, Chapter Reports and Chapter Associates. This data is maintained on the member's record and is readily available to approve the Associate Member pin and bars.

C.A.R. TO DAR MEMBERSHIP

A member of the Children of the American Revolution, having reached the age of 18 years, but before her 22nd birthday, may present a Certificate of Good Standing from N.S.C.A.R. in lieu of the NSDAR Application fee. Upon request, the Senior National Treasurer issues the Certificate of Good Standing to the C.A.R. member. It must be requested between the ages of 18 and before the 22nd birthday. The applicant shall present a DAR Application (see Genealogy Guidelines), together with DAR national dues and the Certificate of Good Standing. All documentation must be included with the DAR Application forms. It is permissible for a young woman to hold dual membership in NSDAR and N.S.C.A.R. between the ages of 18 and 22.

HONORARY/POSTHUMOUS MEMBERSHIP

The Society does not allow membership to be established or recognized posthumously.

The title "Honorary" is used only in reference to officers who have been conferred this title by election because of distinguished service. The title of "Honorary" may not be conferred on anyone who is not a member of the National Society.

JUNIOR MEMBERSHIP

Junior members are chapter members aged 18 through 35 (until their 36th birthday). Junior members enjoy full privileges and rights of membership and are eligible for any chapter, state or national office.

LIFE MEMBERSHIP

To encourage the continuance of its membership and to assure the individual member of a permanent association with the National Society Daughters of the American Revolution, the Society offers an opportunity to be a life member. The application and non-deductible contribution may be made at any age; however, the benefits of life membership begin after the participating member reaches age 65.

A member who has already reached age 65 may participate by completing the life membership Application form and by remitting

the full $1,200 single-payment fee. The application forms with instructions are available on the DAR Members' Website, www.dar.org/members/dar-members-section. These forms are also available from the Office of the Organizing Secretary General and must be completed by the member and returned with the payment.

Life Member-Pending is the classification of a member younger than the age of 65 who has completed the Life Member Application process. The life member membership payment of $1,200 may be made in full or in equal installments in consecutive years (for example, two installments of $600 each or four installments of $300 each). Payment by installment will incur a processing fee. The installments are remitted with a completed application form and are due annually on the first day of the month in which the member applied for life membership. If a payment is not received within sixty (60) days, all previous payments will be transferred to the Investment Trust Fund. The applicant will forfeit all claim to and receive no credit for these payments toward life membership. Contact the Office of the Organizing Secretary General for further information.

Life Membership Fund: The $1,200 represents a non-deductible contribution to the National Society and is non-refundable. The non-deductible contribution is placed in the Life Membership Fund where the interest pays for the Life Member's national dues and the President General's Project contribution of $7.50 per administration. The Chapter Treasurer pays the member's state dues from the $10 credit and the remaining amount is credited to the chapter. If additional money is required by the chapter, it is the responsibility of the life member to remit the remaining amount.

A life member receives a wallet-size membership card and a Life Member Certificate. When the Life Member Certificate is issued, the name that is in DAR records will be printed on the certificate. A Life Member or a Life Member-Pending is entitled to purchase an NSDAR Life Member pin from the DAR Insignia Store through the Office of the Organizing Secretary General.

Proviso: The life member status at $1,000 is guaranteed by a contract signed at the time of Application. The $1,000 amount expired at the close of the 128th Continental Congress, June 30, 2019.

RESIDENT AND NON-RESIDENT MEMBERS

The National Society does not recognize the membership classifications of resident and non-resident, although there are many chapters whose members may reside in various locations.

CHANGES IN MEMBERSHIP STATUS AND PROCEDURES

TRANSFER

A member in good standing, at her request, may transfer from one chapter to another, provided she is accepted by the chapter, or may transfer to member-at-large status. A member-at-large in good standing may transfer to a chapter provided she is accepted by the chapter. No member shall be entitled to more than one transfer per year. (NSDAR National Bylaws, Article XIV. Transfers, Resignations and Reinstatements. Section 2.)

Instructions for Transferring

(Select the example that best describes your situation.)

1) **Chapter to Chapter**

Transfer from a (losing) chapter to another (receiving) chapter:

a) Member contacts receiving chapter.

b) Receiving chapter accepts her to membership according to its bylaws, pending receipt of a letter, e-mail, or fax.

c) The Chapter Registrar or current officer of the receiving chapter notifies the **losing** chapter that the member has been accepted to membership in the chapter.

d) Following verification of the member's status, the Chapter Registrar sends a letter, e-mail or fax and the member's Application paper (and Supplemental papers, if any) to the receiving chapter. If the **losing** chapter does not provide a letter, e-mail or fax within 30 days, the Office of the Organizing Secretary General is authorized to record the transfer if requested by the receiving chapter.

e) The Registrar of the **losing** chapter should retain for the chapter records the following information concerning the transferring member: full name, national number, last address, name of ancestor, date admitted/date transferred into chapter, date transferred out, name of chapter and state to which transferred. The chapter may retain, at its expense, a photocopy of the transferring member's Application and Supplemental papers.

f) The Registrar or a current officer of the receiving chapter completes and sends to the Office of the Organizing Secretary General a Membership Change Form or e-mail to organizing@dar.org requesting transfer of the member to the chapter within thirty days.

g) For transfer requests during the months of August, September, October and November, the **losing** chapter must include a statement verifying that the annual national dues for the following year were or were not collected by the chapter.
h) During the months of August, September, October and November, a Chapter Dues and Fees Control Sheet (Remittance Form) and a chapter check or money order for the annual national dues for the following year should accompany all transfer requests.
i) If a statement is received from the Chapter Treasurer indicating that the **losing** chapter collected dues, then the **losing** chapter is responsible for submitting the annual national dues to the Office of the Organizing Secretary General with a chapter check or money order payable to the Treasurer General, NSDAR. If there is a difference in dues' amounts in the chapter or state dues, the **losing** chapter should provide a refund to the member.
j) The transfer is effective on the date a transfer request is received from the receiving chapter by the Office of the Organizing Secretary General
k) Transfer status can be monitored on the e-Membership Website. When the transfer is updated through e-Membership, an automatic e-mail of the transfer transaction will be sent to both chapters.
l) The **losing** chapter does not notify the Office of the Organizing Secretary General of a member transferring out of the chapter.
m) When the transfer is completed, the receiving chapter adds the member to its membership roll and the **losing** chapter removes the member from its membership roll.

2) **Chapter to Member-at-Large**

Transfer from chapter (losing chapter) to member-at-large:

a) The member requests a transfer from the losing chapter to member-at-large.
b) The losing Chapter Registrar completes and sends a request indicating a transfer to member-at-large to the Office of the Organizing Secretary General.
c) During the months of August, September, October and November, the losing chapter must include annual national dues with a transfer request. When a member requests a transfer to member-at-large and the transfer request is not completed by the chapter within thirty days, the Office of the Organizing Secretary

General is authorized to record the transfer, if requested by the member. The member can remit the annual national dues payment with the request to be transferred to member-at-large.

d) The losing chapter gives the member her Application paper and any Supplemental papers.
e) The losing Chapter Registrar should retain the following data concerning the member: national number, full name, current address, name of ancestor, date admitted/transferred into chapter and date transferred out. The losing chapter may retain, at its expense, a photocopy of the Application paper and any Supplemental papers.
f) When the transfer is verified on the e-Membership Website, the losing chapter removes the member from its membership roll.
g) When the transfer is updated through e-Membership, an automatic e-mail of the transfer transaction will be sent to the chapter.

For transfer requests during August, September, October and November, the losing chapter must refund the amount remitted for national, state and chapter dues by the member to either the member or the receiving chapter. If there is a difference in dues' amounts in the chapter or state dues, the member is responsible.

3) **Member-at-Large to Chapter**

Transfer from member-at-large to a chapter:

a) The member-at-large contacts the chapter.
b) The chapter accepts the member-at-large to membership in the chapter in the same manner as a new member.
c) The member-at-Large gives the chapter a copy of her Application papers.
d) The Chapter Registrar completes and sends a request to the Office of the Organizing Secretary General to transfer the member into the chapter.
e) Transfer status can be monitored on the e-Membership Website.
f) When the transfer is verified, the receiving chapter adds the member to its membership roll.
g) When the transfer is updated through e-Membership, an automatic e-mail of the transfer transaction will be sent to both chapters.

RESIGNATION

A member in good standing may resign from membership in the National Society. A member desiring to leave a chapter but not the National Society is urged to transfer to member-at-large instead of resigning. All resignation requests must be submitted on or before November 30.

Chapter Member Resignation

To resign, a member must send a written letter of resignation to the chapter. The chapter should retain the letter of resignation for the chapter records. The chapter leader may enter the member's resignation through e-Membership, Updates and Resign a Member. Resignations may be sent to the Office of the Organizing Secretary General by completing a Membership Change Form or e-mailing organizing@dar.org. A resignation is effective the date it is received by the Office of the Organizing Secretary General.

All resignation requests must be postmarked on or before November 30 to be sent to the Office of the Organizing Secretary General. Annual national dues are to be postmarked showing a cancellation date from the U.S. Postal Service or another carrier no later than the December 1 and on that date all members with unpaid dues are in arrears and may no longer resign or transfer. A chapter's failure to submit a resignation in a timely manner may cause an injustice to the member, as she may have to be dropped for nonpayment of dues or the chapter may be responsible for paying an additional year's dues.

Member-at-Large Resignation

A request to resign must be sent to the Office of the Organizing Secretary General. The resignation will take effect upon receipt of notification by the Office of the Organizing Secretary General.

REINSTATEMENT

Reinstatements are approved by an electronic vote of the National Board of Management on the fifth day of every month. To count a reinstatement as a membership gain, a member must have been dropped or resigned for more than two years. Reinstatements are to be submitted on the Chapter Dues and Fees Control Sheet, along with a chapter check in the proper amount. The control sheet can be found on the DAR Members' Website under the Organizing Secretary General, Forms and Publications.

From Resignation

1) To **chapter membership** provided her reinstatement shall be approved by the chapter and upon payment of the reinstatement fee and the current annual national dues.
2) To **member-at-large** upon payment of the reinstatement fee and current annual national dues.

Dropped Members

Chapter Members: A chapter member dropped for non-payment of dues may be reinstated:

1) To **chapter membership** provided her reinstatement shall be approved by the chapter and upon payment to the chapter of the reinstatement fee and the current annual national dues.
2) As a **member-at-large** upon payment to the chapter of the reinstatement fee and the current annual national dues.

Member-at-Large: A member-at-large dropped for non-payment of dues may be reinstated:

1) As a **member-at-large** upon payment to the National Society of the reinstatement fee and the current annual national dues.
2) As a **member in a chapter** to member-at-large upon payment to the National Society of the reinstatement fee and the current annual national member-at-large dues.

CHAPTER IV

NATIONAL POLICIES

The National Society Daughters of the American Revolution is a service organization comprised of the descendants of the men and women who achieved American Independence. It is comprised of 52 state societies and approximately 3,000 chapters in the United States and abroad. The National Society is organized into eight reporting divisions. For more information on the divisions, see Chapter VII. The mission of the National Society Daughters of the American Revolution is to promote historic preservation, education and patriotism. The President General is the official spokesperson for the National Society.

CIRCULARIZATION

Since 1896, the NSDAR has used the term `circularization' to mean "cause to become widely known," as in spreading information or circulating a rumor that disturbs the harmony or injures the good name of the National Society. [Reaffirmed by National Board of Management ruling, October 2012]

No member of the National Society is authorized to issue circulars about the National Society or state organization or the organization of chapters without the approval of the National Board of Management. (NSDAR Bylaws Standing Rule A.2)

No member is authorized to circulate information, including via e-mail or social media, in an effort to create disharmony, dictate policy or harm the good name of the National Society its states or its chapters. This is necessary in order to preserve uniformity and to prevent conflict of authority. All inquiries shall be referred to the individual's duly elected representative on the National Board of Management for potential consideration by that governing body.

CONTRIBUTIONS TO THE NSDAR

The National Society Daughters of the American Revolution is registered by the Internal Revenue Service as a 501 (c) (3) non-profit organization. Contributions to the NSDAR are tax deductible with proper written documentation, in the form of an acknowledgement from NSDAR. It is the policy of NSDAR to provide such written documentation for all gifts of $250 or more. The educational opportunities made available

to the public through the DAR Museum, the DAR Library, the DAR Archives, the many DAR scholarships, the awards such as the DAR Good Citizens, the DAR Youth Citizenship Medal and ROTC Medal, essay contests and programs such as C.A.R. and JAC all contribute to the tax-exempt status of the National Society. Directing charitable gifts to the Friends of DAR Schools through NSDAR further promotes one of the National Society's primary objectives, which is education. In addition, gifts to chapters are tax deductible and chapters are tax exempt for federal income tax purposes by virtue of a group exemption letter from the IRS held by the NSDAR. Each state organization and chapter should check the applicable state laws for state exemptions.

Note, however, that chapter, state and national dues are not tax deductible, as they are considered by the IRS to be payment for services received. In addition, neither dues nor gifts to Units Overseas are deductible on U.S. tax returns, as units organized outside of the U.S. are not tax-exempt for federal income tax purposes.

CORRESPONDENCE WITH THE NATIONAL SOCIETY

On all correspondence to the National Society, it is important to include a member's national number and the chapter computer code number. A national number remains with the member from the time she is admitted to membership until her death. If the member resigns and is reinstated, she retains the same number. A chapter computer code number is restricted to one chapter; if the chapter should disband, the number is not given to any other chapter. It is important to include all numbers and letters of a chapter computer code number.

DAR MAILING LIST

The official NSDAR mailing list is restricted exclusively to DAR use. Every precaution should be taken to guard the NSDAR Directory, state and chapter yearbooks, as well as other DAR official mailing lists, from being disseminated outside of the organization. It is a violation of DAR policy to release any names and addresses of DAR members, except for official use within the organization.

A State Regent may purchase an electronic file of the members within her state to be used exclusively for state business. For all such mailing lists, there is a charge of $200, plus $2 for each 1,000 names. A CD is available for an additional $25 fee. A non-disclosure form must be signed. Any other request should be directed to the Office of the President General.

DATABASE PRIVILEGES

The National Society entrusts members who have been granted the privilege of access to e-Membership and/or Image Access to safeguard the integrity of the Society's records and, in particular, the membership information contained with proprietary DAR databases. Violation of the DAR's published Terms of Service agreement, which eligible members must sign prior to being granted access, must be dealt with appropriately.

e-Membership Access:

Upon the determination of a member having violated the DAR's Terms of Service agreement with respect to e-Membership, the individual's e-Membership privileges shall be revoked for a period of six years.

Image Access:

Upon the determination of a member having violated the DAR's Terms of Service agreement with respect to Image Access, the individual's Image Access privileges shall be permanently revoked.

GRAVE MARKERS

For information regarding DAR Historical/Commemorative Markers, see Chapter V. For information on Marking the Grave of a Deceased Member, see Chapter IX.

INCORPORATION OF A CHAPTER OR STATE ORGANIZATION

If a chapter or state organization is to hold property, inherit a legacy, make legally binding contracts, hire employees or be in a position to sue or be sued, an act of incorporation is needed. Chapters and state organizations are chartered or incorporated under the laws of the state in which they are located.

For a chapter or state organization to incorporate, it is necessary for incorporation papers to be drawn up according to the laws of the particular state or foreign country. Permission to incorporate need not be obtained from the National Society. When the transaction is completed, the State Regent should be notified. She notifies the Office of the Organizing Secretary General, who will report the incorporation to the National Board of Management.

The charter of a corporation supersedes its bylaws, thus the Act of Incorporation should always be included with any printing of the organization's bylaws and considered a part of the bylaws.

NON-AFFILIATION

The NSDAR has a long-standing policy and precedent of non-affiliation to protect the name and integrity of the National Society. This is necessary because of the variety of requests received, many of which have no bearing on historical preservation, educational, or patriotic work. In 1948, the 57th Continental Congress adopted the following resolution:

Whereas, The National Society Daughters of the American Revolution is being constantly requested to join or affiliate with an increasing number of other organizations in various projects; and

Whereas, Many of these organizations and projects are frequently at variance with the declared policies of this Society, as expressed by action of Continental Congresses; and

Whereas, The National Society Daughters of the American Revolution is committed to a policy of non-affiliation with other organizations though cooperating with them when deemed advisable;

Resolved, That the National Society Daughters of the American Revolution, call upon its National, State and Chapter groups and upon its individual members to consider thoughtfully, keeping in mind our policies, all proposals placed before them by such groups and to avoid use of the name of our Society in connection with membership in other organizations except with the consent of the Society.

The following statement was made in April 1955 by Sarah Corbin Robert, then Parliamentarian:

"As I understand it, cooperate means to join in efforts in which others participate but retaining at all times your complete freedom of action to assist or not to assist, as you may wish; whereas affiliate means that you become a part of a united group and by that affiliation your freedom of action as an individual organization may be somewhat controlled by the action of the other organizations."

Chapters may cooperate with discretion in the promotion of projects compatible with NSDAR objectives. If there is any question, National Headquarters should be contacted before proceeding.

The NSDAR is nonpolitical. It maintains no lobby at national, state or local government levels; contributes to no political party nor to candidates in any way; initiates no legislation; and does not have a legislative chair. The DAR is interested in preserving and maintaining our constitutional republic and urges its members, as good American citizens, to be informed and to vote.

Each member, chapter and state society is cautioned to refrain from any activity performed in the name of the DAR, which might be construed as political. Such activities are prohibited.

OFFICIAL INSIGNIA

By a February 1, 1940, ruling of the National Board of Management, the use of the DAR Insignia by states and chapters is restricted to yearbooks, official stationery, programs and uses required by the work of the Society. The Insignia is the property of the National Society and cannot be used for commercial purposes or as an ornament. Insignia usage questions should be directed to the Insignia Committee National Chair.

The Executive Committee must authorize any other use of the Insignia. See also Chapter XII.

OFFICIAL LOGO

The official logo for the National Society was adopted by the National Board of Management to be used for public relations and other corporate applications where the use of the NSDAR Insignia is prohibited. Questions about usage of the official logo should be directed to the NSDAR Public Relations Office. To download an electronic copy of the logo, go to the "Website Approval" section on the VIS Committee Page of the DAR Members' Website. The logo is registered as a trademark of NSDAR.

POLICY FOR MAINTENANCE OF GROUP EXEMPTION FROM FEDERAL INCOME TAX

Overview

A group tax exemption letter that NSDAR obtained many years ago covers NSDAR, state organizations and chapters. The major advantage of having the group exemption is that chapters and states do not have to apply for exemption from income taxes on their own. NSDAR may add new chapters as they are formed, so there is no period of time when a new chapter is not tax exempt if the members of the group continue to abide by IRS rules.

The IRS refers to NSDAR as the "central organization," while all others in the group are the "subordinates." The subordinates (chapters and state organizations) must fall under the supervision and control of the central organization. In order to maintain the group tax-exempt status, each member must follow certain reporting requirements specified by the IRS. NSDAR sets additional policies and procedures to ensure that it has carried out its responsibility for supervision and control of chapters and state organizations.

Annual Federal Filing Requirements

Every member of the NSDAR tax-exempt group is responsible for filing its own federal information return, Form 990.

The Form 990 filing requirements are summarized below:

- Gross receipts normally less than or equal to $50,000: Form 990-N
- Gross receipts greater than $50,000 and less than $200,000 AND total assets less than $500,000: Form 990-EZ or Form 990
- Gross receipts greater than $200,000 OR total assets greater than or equal to $500,000: Form 990

The due date for these federal forms is the fifteenth day of the fifth month after the fiscal year end, unless a request for extension of the due date has been filed with the IRS. For example, the National Society's fiscal year end is the last day of December, so a Form 990 must be filed by May 15 each year.

Members of a group that does not file a consolidated tax return are permitted to choose their own fiscal year for tax reporting. Thus, NSDAR encourages chapters and states to have a fiscal year that best suits their individual financial reporting needs.

It is important to remember that the $50,000 threshold for filing is an annual gross receipts test, not how much the chapter has remaining after expenses or how much the chapter has in assets on hand at the end of the year. For example, if in one year the chapter receives $50,000 in dues and contributions and spends only $5,000 on scholarships, the chapter files an electronic Form 990-N. However, if the chapter receives $50,001 in dues and contributions each year and spends $50,001 each year on programs**,** Form 990-EZ must be filed with the IRS.

States and chapters are individually responsible for determining and complying with all state and local tax filing requirements.

Maintaining Public Charity Status

The IRS restricts the availability of group exemption to certain types of organizations. It is only available to code section 501(c) organizations that are part of an affiliated group. If the group is composed of 501(c)(3) organizations, as in the National Society's case, no member of the group can be a private foundation. Each member covered by the group exemption must qualify as a public charity.

There are several ways to qualify for public charity status. For the National Society's group, every member of the group must pass at least one of the IRS' public support tests. Section 509(a)(1) of the Internal Revenue Code requires that organizations "normally" (over a four-year period) receive at least one-third of their support from qualifying public and/or governmental sources. Under this test, gross receipts from exempt function activities such as museum ticket sales **do not** count in either the numerator or the denominator of the support fraction; most chapters would only be counting chapter dues, contributions and bequests to qualify under this section.

If the organization does not meet the one-third test, it may still meet the requirements of Section 509(a)(1) if it receives at least 10 percent public support and meets a facts and circumstances test. Meeting the requirements of this test requires the chapter to work with its local counsel or accountants to establish and document a detailed understanding of the particular situation.

A second public support test [Section 509(a)(2)] is similar, but it has no facts and circumstances option. Under this test, an organization must normally receive more than one-third of its support from a combination of gifts, contributions, membership fees and revenue from the conduct of its exempt functions. Under this test, receipts from investment income and unrelated business taxable income can be no more than one-third of the organization's total support.

Chapters and states should make every effort to maintain their public charity status, since private foundations are subject to a number of onerous operating rules that do not apply to public charities. They pay an annual tax on their net investment income and they must file the more complicated Form 990PF.

If a state or chapter finds that it does not pass the public support test, NSDAR should be notified immediately. NSDAR will help the state or chapter understand the ramifications of not qualifying for public charity status.

When the state or chapter has more than one-third of its support from investment income, it is likely that the organization has received a significant bequest or has set aside funds for programs and is only spending the interest income. **There are several possible solutions, but the facts and circumstances of each case will determine the outcome most appealing to the state or chapter.** The state or chapter could consider the following:

- Attempt to satisfy the less difficult 10 percent facts and circumstances test described above.
- If the invested funds are generating income for an NSDAR program, transfer the assets to NSDAR. NSDAR would then manage the funds along with its other investments. This option is available to chapters and states provided NSDAR does not find itself at risk of becoming a private foundation.
- The organization could consider withdrawing from the NSDAR group and file for its own tax-exempt status and continue operations as a private foundation. This should be a last resort option.

Preventing Loss of Exemption

The primary ways that states or chapters can **disqualify** themselves

from the NSDAR group exemption are (1) if they fail to pass the public support test, or (2) if they operate in a way that would jeopardize their tax-exempt status, or (3) if they fail to file the appropriate version of the Form 990 for three consecutive years. As to the first issue (failure to pass the public support test), it is important that states and chapters seek a broad base of support, including dues, contributions, bequests and fees for program services as discussed above. **To the extent a state or chapter attempts to exist merely on interest income, it will not be able to satisfy the public support test.**

In addition, it is important that states and chapters operate in a way that will not jeopardize their charitable status. To this end, states and chapters should conform to NSDAR policies regarding their operations. In addition, they must provide all required information to NSDAR in a timely fashion (see the next section, Periodic Reporting Requirements).

Each state and chapter should keep in mind these **requirements** to minimize any tax risks should the IRS audit the organization:

- **Do not** engage in any lobbying or conduct any political activity.
- Send a written acknowledgement on chapter or state stationery to each donor who contributes more than $250.
- Keep accurate board meeting minutes and maintain accurate books and records. NSDAR requires that chapters send an annual financial statement to their respective State Treasurer and states must send their annual financial statements to the Office of the Treasurer General.
- Maintain a policy of full disclosure regarding board members' potential conflicts of interest. NSDAR has a conflict-of-interest policy that states and chapters may wish to use as a model for their own policies.
- Make sure all payments to private persons or business corporations reflect fair value for services rendered or goods received.
- Accompany all grant payments with correspondence documenting the purpose of the grant and any restrictions on its use.
- Contact the Office of the Organizing Secretary General to obtain confirmation that the state or chapter is a subordinate of the National Society.
- Contact NSDAR or your local tax consultant or advisor if you are concerned about any of the above activities.

Periodic Reporting Requirements

The IRS requires NSDAR, as the central organization of the group, to file a report annually updating certain information on each state or

chapter that is covered by the group exemption. This report is due at least ninety days before the end of the National Society's accounting period, or no later than September 29 because of the National Society's January-to-December fiscal year. For every state or chapter in the group, NSDAR, as the parent of the group, must provide the IRS with the following:

- Information regarding any **changes** in the purpose, character, or method of operation of any state or chapter.
- Lists of states and chapters that have:
  - changed their names or addresses during the year
  - ceased to exist, withdrawn from, or failed to qualify for the NSDAR group, or
  - newly organized or affiliated with the NSDAR group.
- Which version of IRS Form 990 each chapter or state is required to file. (See earlier explanation for reporting threshold.)

So that NSDAR may meet its filing requirements on time, the following actions are required:

- Every chapter and state must **notify the Office of the Treasurer General immediately** when there are changes to its name, address, officers, or public charity status.
- **Every chapter must notify its State Treasurer by April 30** whether it will be filing a Form 990-N, Form 990-EZ or Form 990 for its most recent fiscal year end.
- **Every state must notify NSDAR by May 31** every year whether it will be filing a Form 990-N, Form 990-EZ or Form 990 for its most recent fiscal year end.
- **States must assemble the chapter responses and maintain the list with the fiscal year information.**

Annual NSDAR Financial Reporting Requirement

The National Society's group exemption is a valuable privilege that must be protected by exercising a reasonable amount of oversight. Procedures are designed to benefit the entire group without creating an unnecessary burden. So that NSDAR may have assurance that states and chapters are operating financially in accordance with NSDAR and IRS requirements, states and chapters must prepare an annual financial statement that covers the details of their income, expenses and assets.

Any state or chapter that has audited financial statements or files Form 990 may submit a copy of one of these documents to satisfy the National Society's annual financial reporting requirement. These options will cover most, if not all, states and the larger chapters. Others may submit a report that lists their annual income and expenses by major category along with a listing of their fiscal year-end bank account balances, investments and other property, if any.

Chapters are required to file their annual financial reports with the State Treasurer. Chapter financial reports should be held by state organizations for seven years.

States are required to send their annual financial reports to the Office of the Treasurer General.

REMITTANCES TO NATIONAL

All checks sent to the National Society, for any purpose, should be made payable to the Treasurer General, NSDAR. Contact the appropriate office or refer to the DAR Members' Website to confirm the proper amount and office to which each remittance is to be mailed.

TITLES

The elected National Officers carry the title "General" to indicate that they are responsible to the general organization, not to indicate rank. The head of a chapter or state is called "regent" because she governs vicariously for the one presiding president – the President General.

CHAPTER V

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THE NATIONAL ORGANIZATION

NATIONAL BOARD OF MANAGEMENT

The members of the National Board of Management are the 12 Executive Officers, 21 Vice Presidents General and the State Regents. As the name implies, this board, subject to Continental Congress, is the governing body with general supervision of the property and business of the National Society. Its rulings supplement the bylaws in directing the activities and policies of the National Society.

Authority: General parliamentary procedures not covered by the bylaws and other Society rulings are governed by the rules contained in the current edition of *Robert's Rules of Order Newly Revised (RONR)*, in all cases in which they are consistent with the NSDAR National Bylaws. [NSDAR – National Bylaws, Article XX, Parliamentary Authority]

Regular meetings of the National Board of Management are held in February, June or July (before and after Continental Congress), and October. Special meetings may be called by the President General, with the approval of the Executive Committee, or upon the written request of 10 members of the National Board of Management.

EXECUTIVE OFFICERS

NSDAR National Bylaws provide for the following Executive Officers: President General, First Vice President General, Chaplain General, Recording Secretary General, Corresponding Secretary General, Organizing Secretary General, Treasurer General, Registrar General, Historian General, Librarian General, Curator General and Reporter General, elected for a term of three years by the Continental Congress.

Expenses of the President General

The National Society provides an expense and travel allowance for the President General due to the extensive travels required for the performance of her official duties. A condominium owned by the National Society serves as her residence during the performance of her duties in Washington, D.C.

Executive Officer Expenses

The Executive Officers travel at their own expense to attend meetings

of the Executive Committee, National Board of Management and Continental Congress (i.e., transportation, meals and cab fares). They also pay all expenses for additional travel as required to perform the duties of their office including invitations to attend state conferences. The Executive Officers are provided reimbursement of $2,000 annually to help defray costs associated with the performance of their duties and $100 to cover postage expenses. Hotel rooms are provided by the National Society during Continental Congress and the meetings of the Executive Committee in Washington, D.C.

Correspondence to Executive Officers

Correspondence related to the office or official duties of an Executive Officer should be sent to the DAR Headquarters address: DAR Administration Building, 1776 D Street NW, Washington, D.C. 20006-5303. Personal correspondence such as invitations and letters of a personal nature should be sent to the home address of an Executive Officer.

Correspondence to any of the 21 Vice Presidents General and to the State Regents should be directed to their homes. The addresses are listed in the *NSDAR Directory*, which is available from the DAR Store in the Office of the Corresponding Secretary General.

PRESIDENT GENERAL

The President General, as the Chief Executive Officer of the National Society Daughters of the American Revolution, is its **official spokesperson** and is its representative in association with other organizations, business groups and the general public. She presides at all meetings of the Executive Committee, National Board of Management and Continental Congress.

She appoints all committees, which carry out the work of the National Society and is responsible for the general supervision of the work of the National Society and National Headquarters.

She communicates with the membership through her bi-monthly message in *American Spirit* magazine and its accompanying *Daughters* newsletter, updates on the DAR Members' Website and blog posts. A condensed report of her work is presented at each regular meeting of the National Board of Management, and she gives an annual report to Continental Congress.

She is responsible for the arrangements for Continental Congress and appoints all members of congressional committees.

During her three-year term and if her schedule permits, the President General makes an official visit to any state or unit overseas extending an invitation. Her travel is based on a rotation schedule established by the National Board of Management in 2006.

The four awards administered through the Office of the President General are the President General's Medallion, the Dr. Anita Newcomb McGee, Margaret Cochran Corbin and the DAR Patriot awards. For further information, see Chapter XV.

FIRST VICE PRESIDENT GENERAL

The First Vice President General ranks next to the President General. The NSDAR National Bylaws provide that in the absence or inability of the President General to serve, the First Vice President General shall perform the duties of the office of President General. She escorts the President General to Executive Committee and National Board luncheons, to the meetings of the National Board of Management and to any functions for which a special escort is not provided.

The First Vice President General is the Chair of the Human Resources Committee and carries out requests made by the President General.

The *DAR Handbook and National Bylaws* is revised and edited by the First Vice President General of each administration. All corrections pertaining to the Handbook should be e-mailed to HandbookChanges@dar.org or addressed to:

The Office of the First Vice President General
NSDAR Headquarters
1776 D Street NW
Washington, D.C. 20006-5303

CHAPLAIN GENERAL

The Chaplain General opens meetings of the National Society with the reading of scripture and prayer, conducts religious services as occasion may require and suggests religious projects and activities to the National Society.

She plans the annual Memorial Service as part of the Continental Congress religious activities. At this service, the names of current and past members of the National Board of Management deceased during the year are included in the program of tributes.

The Chaplain General may arrange for a wreath-laying ceremony at the Tomb of the Unknowns in Arlington Cemetery and at the tomb of George and Martha Washington at Mount Vernon. She conducts other ceremonies as requested by the President General.

RECORDING SECRETARY GENERAL

The Recording Secretary General is the custodian of the legal record of the proceedings of the National Society. These are:

1) The minutes and rulings of the Executive Committee meetings. These are placed in a bound volume at the end of each administration and kept in the Office of the Recording Secretary General.
2) The minutes and rulings of the National Board of Management meetings. These are printed in an abbreviated format in the Daughters newsletter and a complete version is located on the DAR Members' Website. Hard copies are kept on file in the Office of the Recording Secretary General. Members will be sent electronic copies upon request.
3) The minutes and verbatim report of the Continental Congress. These are published in the NSDAR Annual Proceedings. A copy of this volume is presented to the secretary of the Smithsonian Institution each year by the Reporter General to comply with the Act of Incorporation of the National Society. A copy is also kept on file in the Office of the Recording Secretary General.

The Recording Secretary General sends notice of the meetings of the National Society, the National Board of Management and the Executive Committee. She calls the meeting to order in the absence of the President General and the First Vice President General and presides until a chair *pro tem* is elected.

All electronic voting is conducted and tabulated by the Office of the Recording Secretary General.

As soon as possible after meetings of the National Board of Management, she notifies officers and their respective staff, committee chairs and chapters of votes, orders and proceedings affecting or pertaining to their duties.

The Recording Secretary General presents the recommendations of the Executive Committee to the National Board of Management and recommendations of the National Board of Management to the Continental Congress. She serves on the Investment Committee.

Bylaws adopted by the Continental Congress are prepared for printing. With the exception of information contained in the published minutes, all discussion and unofficial business transacted at Executive Committee meetings and meetings of the National Board of Management is to be kept confidential.

The Recording Secretary General is the custodian of the seal of the National Society.

CORRESPONDING SECRETARY GENERAL

The Corresponding Secretary General answers general and special correspondence as the National Society, the National Board of Management or Executive Committee may direct. Her office opens and distributes mail to the proper offices or individuals and oversees the DAR Store, the DAR Insignia Store and mail room.

DAR Merchandise and Supplies

DAR merchandise and supplies should be ordered from the DAR Store. All orders must be **prepaid** with checks made payable to the Treasurer General, NSDAR. Credit card orders may be placed online or by telephone by calling the toll-free number (888) 673-2732 (for a minimum order of $15), between the hours of 8:30 a.m. and 3:30 p.m. EST, or by fax at (202) 638-6793, 24 hours a day. Visa, MasterCard, American Express and Discover are accepted methods of payment. For your protection, please do not send credit card orders by mail. You may also shop online through the DAR Store on the Members' Section of the Website with acceptable credit cards.When supplies are damaged or lost in the mail, the DAR Store in the Office of the Corresponding Secretary General must receive notification within 30 days or the order will not be replaced.

Credit slips issued by this office for overpayment will be valid for one year only.

Current price lists are updated and published periodically. To obtain a current price list, call (202) 879-3217, write to the DAR Store or download the list from the DAR Members' Website.

DAR Insignia and Accessories

The DAR Insignia Store began serving members during the 129th Continental Congress (following the vote of the 128th Continental Congress to bring the insignia operation in house in order that proceeds would benefit the Society's mission). Members may purchase and order insignia at the pop-up shop located in Constitution Hall during Continental Congress. Members may order insignia by visiting the on-line store on the DAR Members' Website https://shop.dar.org/dar-insignia-store/ or by calling toll free (888) 327-1890.

ORGANIZING SECRETARY GENERAL

The Office of the Organizing Secretary General supervises the organization of all chapters. This office strengthens existing chapters, discourages disbandments and assists with mergers.

The Office of the Organizing Secretary General prepares the current mailing list of the National Society and keeps a record of all national, state and chapter officers. Following the election of chapter officers, the Chapter Regent reports to the Office of the Organizing Secretary General the national number, name, address, telephone number and e-mail address of each newly elected officer. Changes in chapter officers at any time are to be reported to the Office of the Organizing Secretary General or through e-Membership, Updates and Chapter Officer Updates as they occur.

This office maintains the files of the approximately 3,000 chapters in the National Society.

Orders for pins for National Officers, National Chairs, National Vice Chairs, Chapter Regents, past Chapter Regents, chapter officers, President General's Project, membership years (10, 20, 25, 30, 40, 50, 60, 65, 70 and 75) and miscellaneous pins are authorized by the Office of the Organizing Secretary General. The office is also the repository for previously owned NSDAR pins that have become the property of the National Society. ~~A listing of previously owned NSDAR pins is available on the DAR Members' Website.~~

The Office of the Organizing Secretary General is responsible for maintaining the membership roll of the members admitted into the National Society. The office also prepares and distributes reports giving the official chapter membership count and other numeric information regarding membership.

The Office of the Organizing Secretary General maintains the database of more than ~~950,000~~ 1,000,000 members. The DAR currently has approximately ~~185,000~~ 189,000 members.

Congress Credentials and registration instructions and forms are compiled by this office.

The Chapter Registrar must report all changes in membership to the Office of the Organizing Secretary General, **as they occur**. These changes include deaths, resignations, transfers, changes in name and postal or e-mail address. ~~and marital status.~~ These changes should be reported by e-mail on a Membership Change Form or through e-Membership, Updates and Decease or Resign a Member.

In August, the chapter's Dues Invoice may be found within e-Membership via the Updates section. The Chapter Treasurer remits annual national dues for the chapter members to the Office of the Organizing Secretary General, following the instructions on the Chapter Dues Invoice. Chapter checks or money orders are payable to the Treasurer General, NSDAR. Chapters may also pay dues with the Chapter Direct Payment program. Instructions are included with the dues invoice information.

This office authorizes 10-, 20-, 25-, 30-, 40-, 50-, 60-, 65-, 70- and 75-year certificates. These are available for a fee covering the cost of printing the certificates.

Information pertaining to the Office of the Organizing Secretary General may be obtained on the DAR Members' Website.

TREASURER GENERAL

The Treasurer General receives the funds of the National Society and disburses them upon authorization of the Continental Congress, the National Board of Management, or the Executive Committee. She serves on the Finance Committee and chairs the Investment Committee. The Accounting, Business and Information Systems Departments are under her supervision.

Each year the Treasurer General makes a report to Continental Congress, which includes the financial statements and additional supporting schedules of the National Society's operations. The National Board of Management also receives a six-month interim report. The financial statements are prepared in accordance with generally accepted accounting principles and are audited annually by an independent CPA firm.

Remittances

For each of the following make separate checks payable to the Treasurer General, NSDAR and send to the correct office at National Headquarters:

- Application and Supplemental Papers: mail to the Office of the Registrar General
- National dues are to be paid by Chapter Direct Payment or by a chapter check or money order based on the Chapter Dues Invoice(r) received in August and sent to the Office of the Organizing Secretary General. A chapter check, accompanied by a Remittance Form, should be sent to that office for dues remitted outside the annual dues process.
- *American Spirit* magazine subscriptions**:** remit to the Office of the Organizing Secretary General or subscribe online at the DAR Members' Website.
- *Daughters* Newsletter Advertising: mail to the DAR Magazine Office with the ad layout.
- Orders for program materials (DVDs, slide programs, PowerPoint presentations and manuscripts): Mail a $5 check to the Office of the Reporter General and specify program.
- Copies of a member's Application: online with a credit card for $10 directly through the Genealogical Records System, or $15 through the Library Copy Service (202) 879-3251 or e-mail at copyservices@dar.org.
- Orders for materials and chapter supplies**:** from the DAR Store by phone, mail, e-mail, or online at the DAR Members' Website.

- Chapter Achievement Award contributions: Send to the State Treasurer, who in turn sends them to the Office of the Treasurer General.
- Optional donations and contributions to qualify a member to purchase a special pin: Send to the Office of Development along with Form DEV-1003**.**
- Orders for replacement membership certificates and for Supplemental certificates: a check for $10 each, sent to the Office of the Registrar General.
- Orders for tenure certificates for length of membership in the NSDAR are available for 10-, 20-, 25-, 30-, 40-, 50-, 60-, 65-, 70- and 75-year increments from the Office of the Organizing Secretary General for $10.
- Children of the American Revolution: Application fees, supply orders and dues should be sent to C.A.R. Headquarters, 1776 D Street NW, Room 224, Washington, D.C. 20006-5303 with check payable to N.S.C.A.R.

Chapter contributions and gifts for C.A.R., DAR scholarships, the President General's Project, the Museum, the Library and other special funds go through the State Treasurer, who in turn sends them on to the Treasurer General. State Treasurers are asked to send funds collected from the chapters with the Master Report to the Treasurer General in order to arrive no later than the 25th of each month. Chapter Treasurers forward contributions to their State Treasurers following the procedure and deadlines established by their state directives.

Every Chapter Treasurer must complete and file an IRS form 990 report each year to retain "not for profit" status. The *Guide for Chapter and State Treasurers* is available online at under Forms, Executive Officers, Treasurer General.

REGISTRAR GENERAL

The Office of the Registrar General is responsible for the examination of all Applications for membership and presents those verified to the National Board of Management. The chapter determines the personal acceptability of an applicant. All claims for Supplemental lines are examined and approved or denied by the Office of the Registrar General.

This office is comprised of the following sections: Genealogy and Registrar General/Data Entry. The Registrar General serves as Executive Liaison to the Lineage Research, Volunteer Genealogists and DAR Genealogy Preservation committees and other committees as may be

assigned. She is a member of the Chapter Development and Revitalization Commission.

A register of names of all accepted Patriots and the members who have joined the Society through those Patriots is kept in this office. The office also has custody of all verified Applications and Supplemental Applications. Following an applicant's acceptance to membership, a copy of the verified paper for the chapter's file is posted on e-Membership or, in the case of a member-at-large, returned to the member.

The Chapter Registrar reports all changes in membership to the Office of the Organizing Secretary General as they occur. These changes include deaths, resignations, transfers, changes in postal or e-mail address and marital status.

The following funds benefit the work of the Office of the Registrar General:

Friends of Genealogy Fund

Friends of Genealogy funds are used to allow staff genealogists to: attend genealogical conferences and the course of study offered by the Institute for Genealogical and Historical Research in Birmingham, Alabama; be reimbursed for expenses incurred when traveling to local research facilities to transcribe records not available in the NSDAR Library; and be repaid for the purchase of tools and services to facilitate the verification of Applications and Supplemental papers. A contribution of $100 or more allows the donor to purchase a pin, which may be worn on the official ribbon, from the DAR Insignia Store.

Membership Challenge Fund

Membership Challenge Fund resources are to be used to support the work of the Genealogy Department. A contributor of $500 or more may purchase an official pin from the DAR Insignia Store.

Isabel G. Sked Genealogy Endowment Fund

Income from the Isabel G. Sked Genealogy Endowment Fund is used to pay the expenses of staff genealogists to attend recurrent training events; to defray the cost of materials necessary to conduct volunteer training programs; and for other genealogical educational purposes deemed appropriate.

Instructions for Ordering Proof Documents

The DAR Library retains copies of the supporting documentation submitted with Applications and Supplementals throughout the history of the Society. Although the earliest Application papers were not well documented, recent documentation has improved. Though much supporting material has been submitted and retained, there may be gaps for certain years in which the proof was returned to the applicant.

Copies of available supporting documentation may be ordered electronically through the GRS or by mail from the DAR Library.

Genealogical Research System (GRS)

The Genealogical Research System (GRS) is available on the DAR Members' Website for the purpose of general research and assisting with the DAR membership process. The GRS is a combination of several databases created in recent years to organize the large quantity of information that the DAR has collected since its inception in 1890.

Access to the various databases is through the tabs along the top of the search screen. The following descriptions provide basic information about each database:

Ancestor Database: Contains information on Revolutionary War Patriots whose service and identity have been established by the NSDAR.

Member Search: Contains basic information about members and their Patriots. Information concerning recent members is limited due to privacy concerns.

Descendants Database: Searchable index of every name found on the lineage Page of previously verified Applications and Supplemental Applications. Access to recent generations may be restricted.

GRC Database: Every Name Index of the GRC books housed in the DAR Library.

Resource Links: Links to both DAR and non-DAR online resources including:

DAR Library Catalog: Includes information on the Library's 200,000 books and published resources.

Patriot Records Project: Every-name index of Revolutionary War records digitized by the DAR.

Record Copy: Copies of verified Applications and Supplemental Applications available for purchase. PDF versions may be downloaded, saved and/or printed through the Genealogical Research System (GRS). Supporting Documentation may also be purchased in PDF form. Both Record Copies and Supporting Documentation may be ordered through Library Copy Services.

HISTORIAN GENERAL

The Historian General encourages interest in American history; honors United States citizens who have contributed in a significant way to the study and promotion of American history; informs the public about noteworthy historic sites; and maintains collections of historical or history-oriented imprints and manuscript documents, as well as the wide assortment of materials housed in the NSDAR Archives, NSDAR

Americana Collection, the Special Collection Pertaining to the History of the NSDAR and the DAR Historical Research Library. Additional information regarding these collections is available in Chapter II.

Chapter historians should help plan interesting historical programs and encourage the celebration of patriotic occasions. Accounts of such programs and observances should be included in reports to State Historians. As part of the America 250! Committee's work, chapters are encouraged to honor the men and women who achieved American Independence, "Our Patriots," in their communities, within their meetings and via social media in order to raise awareness of our ancestors' sacrifices and accomplishments.

DAR History Award Medal

The DAR History Award Medal is approved by the Office of the Historian General. For further information, see Chapter XV.

NSDAR Excellence in American History Book Award

The NSDAR Excellence in American History Book Award is administered by the Office of the Historian General and is presented at the discretion of the Executive Committee. For further information, see Chapter XV.

NSDAR Excellence in American History Children's Book Award

The NSDAR Excellence in American History Children's Book Award is administered by the Office of the Historian General and is presented at the discretion of the Executive Committee. For further information, see Chapter XV.

DONATIONS TO THE OFFICE OF THE HISTORIAN GENERAL

Americana Room Fund

Contributions to this fund are used for the purchase of items for the collection, for the conservation of manuscript and imprint materials in fragile condition and for special maintenance needs of the Americana Room. All monetary contributions to the Americana Room Fund should be sent through the State Treasurer to the Treasurer General, NSDAR.

Friends of the Americana Collection

The Friends of the Americana Collection was established in 1988 to develop a fund to be used to purchase early American manuscripts and imprints for the Americana Collection. A contribution of $100 or more entitles the donor to purchase a pin from the DAR Insignia Store. The pin may be worn on the official ribbon.

NSDAR Archives Fund

Established in 1995, monies contributed to this fund are used to: purchase appropriate documents, imprints, or objects for the NSDAR archival collections; conserve NSDAR Archives accessions; or acquire items necessary for the maintenance of the archival facility. A contribution of $100 or more entitles the donor to purchase a NSDAR Archives pin from the DAR Insignia Store. The pin may be worn on the official ribbon.

OUTSTANDING TEACHER OF AMERICAN HISTORY CONTEST

The Outstanding Teacher of American History Contest is administered by the Office of the Historian General. For further information, see Chapter XV.

DAR HISTORICAL/COMMEMORATIVE MARKERS

Advance permission must be obtained from the Office of the Historian General to place a new DAR historical/commemorative marker or to move or rededicate an existing one, whether or not the marker includes the DAR Insignia. The Office of the Historian General must approve the entire text appearing on the marker. It is necessary to complete and submit the form titled Application and Instructions for Permission to Place/Move a DAR Historical/Commemorative Marker. This form is available from the Office of the Historian General and the DAR Members' Website.

The goal of the NSDAR is to ensure that every marker bearing the DAR name is accurate. Any state society or chapter working on a DAR marker is responsible for ensuring that every word included in a proposed marker's text is substantiated by primary documentation (original sources). **A marker request usually takes six months or longer to process after the application has been satisfactorily completed.** Only ONE such marker request submitted by a DAR unit will be considered at any one time.

Note: Markers may be made of stone, metal or wood. Any exception with regard to material to be used will require the approval of the NSDAR Executive Committee.

After placing, rededicating or moving an approved historical/ commemorative marker, it is required that the chapter or state society immediately submit a completed "Form to Report Installation and Dedication of Historical and Commemorative Markers." A blank copy of this form accompanies the Office of the Historian General's letter of permission to place, rededicate or move a marker. The information recorded on the report form enables the office to maintain a catalogue of markers placed.

DAR America 250 Patriots Marker

The DAR America 250 Patriots Markers project was established in 2020, to raise public awareness of the men and women who achieved American independence. States, chapters and clubs are encouraged to purchase and erect the standardized markers, which will be customized with the name of the sponsoring organization. The National Society's goal is to place at least one marker in every state in advance of the nation's upcoming 250th anniversary. Applications and approvals are administered through the Office of the Historian General; markers to be purchased through the DAR-approved vendor.

The DAR America 250 Patriots Markers contain the following standardized text:

Revolutionary War Patriots
This marker commemorates the men and women who achieved
American independence.
These Patriots, believing in the noble cause of liberty,
fought valiantly to found a new nation.
1775 – 1783
Presented by *(Sponsoring state, chapter or club)*
Daughters of the American Revolution
in honor of the 250th anniversary of the United States.

Markers for Revolutionary War Soldiers,
Patriots, Wives, Daughters and Real Daughters

Advance permission from the Office of the Historian General is required to place a DAR marker at the gravesite of a Revolutionary War soldier or Patriot, the wife or daughter of a soldier or Patriot or a Real Daughter (a DAR member who was the daughter of a Revolutionary War soldier or Patriot.)

Chapters must also obtain advance permission from the Office of the Historian General to dedicate, as an official representative of the DAR, a government monument for a Revolutionary War veteran. The letter of permission from the Office of the Historian General should be received before an application is submitted to the Department of Veterans Affairs for a government headstone. A government monument may be used only at a Revolutionary War soldier's gravesite lacking a tombstone. A government monument may not be used to mark the grave of a Revolutionary War Patriot.

The Office of the Historian General cannot grant permission to a DAR chapter or state society to place a marker of any other organization. American soldier or Patriot, wife, daughter or Real Daughter will be processed after the Office of the Historian General has received the completed "Application and Instructions Form" with the required documentation. Information from the Ancestor Database or reference to national numbers is not acceptable as proof of service. The application

must also include a dated statement signed by the cemetery owner or legal custodian of the gravesite at which that person authorizes installation of the marker. The "Application and Instructions for Permission to Place a DAR Insignia Marker honoring a Revolutionary War Soldier/Patriot, Wife, Daughter or Real Daughter" form is available from the Office of the Historian General or on the DAR Members' Website.

If the actual grave of the soldier or Patriot, wife, daughter or Real Daughter has not been located or is inaccessible, a commemorative marker may be installed, provided the marker inscription includes information that the location of the grave is unknown or that the grave is at another site. The Office of the Historian General must approve the entire text of the marker inscription.

A minimum of six months must be allowed from the date of receipt of the completed application to process a request, as all Revolutionary War service must be reviewed and verified. An Executive Ruling states that no DAR member, chapter or state society may request that the names of more than five Revolutionary War soldiers, sailors, Patriots, their spouses or daughters be approved by the Office of the Historian General for placement on any type of DAR-sponsored marker in any one 12-month period, nor may more than five names per year be added for the inclusion on any one DAR-sponsored marker without prior approval by the President General.

A marker report form will be enclosed with the Office of the Historian General's letter of permission to place a DAR marker at the grave of a Revolutionary War soldier/Patriot, a spouse or daughter or to dedicate a government headstone. This form is to be completed and returned to the Office of the Historian General immediately after the dedication of the marker.

DAR Member Grave Markers

For information concerning the marking of a grave of a DAR member, see the section "Marking the Grave of a Deceased Member" in Chapter IX.

Firms Authorized by the NSDAR to Manufacture and/or sell the DAR Insignia on Markers

A current list of firms approved by the NSDAR to reproduce the Society's Insignia is available from the Office of the Historian General and on the DAR Members' Website. Under their agreement with the NSDAR, these companies will not sell any markers with the DAR Insignia unless the purchase order is accompanied by written permission from the appropriate National Officer of the NSDAR. Although all Insignia markers are now standardized, it is recommended that members obtain prices from two or three companies for comparison. The NSDAR does not quote prices. Samples of the Insignia markers sold by the approved firms are available for inspection in the Office of the Historian General.

LIBRARIAN GENERAL

The Librarian General is responsible for the operations of the DAR Library, the Genealogical Records Committee and the Library's supporting groups the Friends of the Library and Seimes Technology Center. The Librarian General and her staff work with State and Chapter Librarians to gather genealogical and historical books, microforms and manuscripts to enhance the Library's collections. The Library staff makes these collections available to all researchers in person and through the Library Search Service. The work of the former DAR Library Committee is continued by the Librarian General. She directs the support of the Friends of the Library and the Seimes Technology Center and continues the important fundraising necessary to assist the Library with special projects that are not funded by the regular Library budget.

The DAR Library is an outstanding facility for genealogical research. The demands on the Library are many and will increase as we work to enhance it. The Library relies on the efforts and contributions of all Daughters and chapters to keep the DAR Library a world-class research facility. Friends of the Library Funds are used to support the purchase of special equipment or furniture and the purchase of out-of-print or special books. Donations provide a vital part of the funding for important aspects of the DAR Library's work. Contributions of $200 or more qualify the donor to purchase one of the two Friends of the Library pins from the DAR Insignia Store. An additional contribution of $200 or more will entitle the donor to purchase the Best Friends Pin. The Librarian General recognizes the states making the largest contributions through the Friends of the Library during the previous fiscal year with awards at Continental Congress. (See Chapter XV.)

Guide to the Services of the DAR Library

The Library provides all members with an online "Guide to Library Services" that will assist them in performing their searches. The "Guide" is available on the DAR Members' Website in the Librarian General's section, and it is updated periodically.

Library Donations

Donations of books and other research materials or of funds to purchase such items are the most important types of support DAR members can give to the Library. The continued addition of new materials helps maintain a viable research collection. The acquisitions section may be contacted by e-mail at libraryacquisitions@dar.org. The "DAR Library Gift Acceptance Form" is available from the acquisitions staff and is also posted on the DAR Members' Website. The form details the donation process and the types of materials the Library accepts. Members may access lists of books needed by the DAR Library on the DAR Members' Website. Types of donations the Library needs may be found on Page 2

of the "Library Periodical Approval and Donation Form" under the Librarian General's forms.

LIBRARY COPY SERVICES

Instructions for Ordering Application Record Copies

1) Application papers and Supplemental Application papers are the property of the National Society and a member's signature at the bottom of her Application releases the paper and its information to the National Society. Copies of these papers (called "Record Copies") may be ordered for a fee using the DAR's online Genealogical Research System (GRS). Papers are available for active, deceased, resigned or dropped DAR members. The secure site provides a link to a pdf version that can then be downloaded, printed or saved to a home computer within a few minutes. Researchers may also order record copies through the Library Copy Services Office by mail or by fax for a higher fee. Include one check, made payable to the Treasurer General, NSDAR, in the proper amount for all Applications requested. For questions, contact the Library Copy Services Office (202) 879-3251 or refer to the DAR Members' Website for the current amount to remit and the appropriate order form.
2) If the record is not available for some reason, the fee is not refundable. The fee is for the processing of the order including the search time.
3) NSDAR does not assume responsibility for the completeness of the information on any Application or Supplemental. Short forms are not sent unless specifically requested because they contain little information beneficial for genealogical research since they deal with more recent generations. Older Applications also may contain very incomplete details.

Instructions for Ordering Supporting Documents from Applications and Supplementals

The Library Search Service Office provides information for a fee to researchers seeking supporting documents to prove the lineage or service of an established ancestor. Instructions for using this office are available online at http://www.dar.org/library/search.cfm. One may also write the office or call (202) 879-3245 for information. The online instructions provide the details and the most recent information necessary to instigate a search. Payment in advance is required for all searches and payments are non-refundable if information is not found. Search fees are for the research time regardless of the search results. Although the earliest Application papers were not well documented, more recent documentation has improved considerably. Much supporting material has

been submitted, but there were certain years when the proof was returned to the applicant. This is especially true for the years prior to the easy availability of photocopy machines (i.e. about the 1960s). Beginning in 1984, the Society stopped returning copies of documentation for verified Applications and Supplementals to members. These documents were included in the DAR Library's Patriot Files, which have been digitized; copies of most may be ordered online.

Use of Digital Devices in the DAR Library

For a daily fee of $15, the DAR Library allows researchers the use of digital cameras, without flash, to reproduce printed or hard copy materials in the DAR Library. Those wishing to use digital cameras (including those in cell phones and tablets) must sign a form agreeing not to post the images online and stating they understand/agree to abide by copyright restrictions.

Bookworm Project

"The Bookworm Project" was created to retroactively index the entire GRC collection in order to create a searchable Every-Name Index database. This database is available on the GRS under the GRC tab. Since the completion of indexing the GRC Reports already in the Library collection, the project has shifted to indexing new incoming GRC Reports. The continuation of this indexing allows for the database to stay up to date. Information packets may be obtained from the Library or on the DAR Members' Website (Genealogical Records Committee). The Bookworm pin and bars recognize outstanding achievement by these volunteers. See Chapter VII "Genealogical Records Committee" for information about other indexing opportunities that benefit the Library.

Search Service

This service provides research for a fee to anyone who is unable to visit the Library themselves. Details are posted on the Library's portion of the DAR Public Website.

State Librarians

These state officers serve as the connection between the Librarian General and her staff and chapters and members. They are essential to the donation process, working with the Library staff to build the collection of genealogical books and periodicals pertaining to their state. They also distribute general information about the DAR Library. The State Librarians actively coordinate and encourage donations of accepted books or funds for purchases and urge members to participate in the Library's various special projects. Books, periodicals and/or funds may be given by individuals, chapters, or states. Each State Librarian serves as a resource for newly published materials about her state and in general helps to

ensure the continued expansion of her state's collection in the DAR Library. She should also encourage the donation of books, research files and funds from members' estates. The DAR Library no longer needs State Librarians to provide copies of the state's bookplate for insertion in donation books because these have all been digitized and are printed out when needed on a color printer. Any projects that the State Librarian may develop to benefit libraries in her home state do not take the place of support for the DAR's *national* library in Washington, D.C. and do not receive national credit for chapter achievement

Genealogical Research System (GRS)

The Genealogical Research System (GRS) is available on the DAR Members' Website for the purpose of general research and assisting with the DAR membership process. For full details about the GRS, see listing Genealogical Research System (GRS) under Registrar General.

CURATOR GENERAL

In 1914, Continental Congress created the Office of Curator General. The Curator General is responsible for the Museum collection that began in the early 1890s. She is the executive officer in charge of the Museum galleries and the 31 period rooms sponsored by states. She must approve the addition of objects and alterations to the period rooms. The Curator General has the authority to solicit gifts and purchase objects for the Museum**.** She is also the liaison between the Museum staff and the Executive Committee.

The Curator General may also be responsible for the DAR Museum Outreach Committee, including the Friends of the Museum, the DAR Museum Docents and the DAR Correspondent Docents Vice Chairs.

Contributions to the DAR Museum

The major source of funds for acquisitions, exhibition expenses and publications is donations received from the membership. A contribution of $200 or more to the Friends of the DAR Museum for acquisitions and conservation, or the donation of an object(s) valued at $200 or more, will entitle the donor to purchase a Friends of the DAR Museum pin from the DAR Insignia Store which may be worn on the ribbon.

A contribution of $100 to the Adopt-an-Object Fund entitles the donor to purchase an Adopt-an-Object pin from the DAR Insignia Store which may be worn on the ribbon.

A minimum donation of $500 to the Friends of the DAR Museum Fund entitles a donor to purchase a Museum Keepers pin that may be worn on or off the official ribbon. Non-members may purchase this pin from the DAR Insignia Store after donating the minimum amount.

REPORTER GENERAL

The Office of the Reporter General is located on the second floor of the Administration Building and provides a central location for information, support and Continental Congress certificates for all national committees and many standing and special committees. Contact this office for inquiries or assistance with the work of any of these committees.

The Office of the Reporter General has programs available for chapter use. The program list is available on the Reporter General's webpage or at the bottom of the Members' home page in the box marked "Chapter Programs." Manuscripts and videos may be downloaded and printed. Programs in all media formats ~~are being~~ have been digitized for easy transmission. ~~and~~ DVDs may be ordered for a small fee. Please contact the staff in the Office of the Reporter General for program details.

Chapters and individuals are encouraged to contribute new digitized material informative to all DAR members to the Office of the Reporter General at committeeservices@dar.org for the program collection. New programs must be approved before they are added to the program list.

In compliance with the Act of Incorporation a copy of the *NSDAR Annual Proceedings*, a report of the work accomplished from January 1 through December 31, is submitted by the Reporter General to the Secretary of the Smithsonian Institution.

This office also administers the review of the Founders Medals applications. See Chapter XV for further information.

NOTES

CHAPTER VI

ELECTIONS FOR NATIONAL OFFICE

ANNOUNCEMENTS AND ENDORSEMENTS FOR CANDIDACY

On April 18, 1994, the National Board of Management adopted the following recommendation:

"The only endorsement required of candidates for national office is that a candidate for the office of Vice President General be endorsed by ballot vote of her state conference [NSDAR – National Bylaws, Article VI. Nomination and Election of Officers. Section 2]. Candidates for national executive office and for the office of Honorary Vice President General should not request endorsement from individuals (i.e. an Honorary President General, current National Officer, past National Officer or state officer).

"Endorsement of candidates on national DAR tickets is not required by the Bylaws. A state conference should not at any time endorse a national DAR ticket.

"The word 'endorse' should not be used in literature, announcements and/or advertisements except when referring to the required state conference endorsement of candidates for the office of Vice President General.

"Members of the current Executive Committee, except for a member of that committee who herself is a candidate, are to remain neutral and will neither wear nor display campaign objects nor will they take part in a campaign."

CANDIDATES FOR OFFICE

Executive Officer Candidates

NSDAR – National Bylaws, Article VI. Nomination and Election of Officers. Section 1. Sets a time after which candidates may be invited to form slates for election as Executive Officers. The time established is "following the adjournment of Continental Congress two years prior to the targeted election and not before."

A candidate for the office of President General may begin assembling a slate of executive officers no sooner than the adjournment of the first Congress of an administration. Once she has the officers in place, the candidate for the office of President General will introduce herself and her slate of officers at the conclusion of the second Congress of an administration, or at a time during the second Congress established by the

current Executive Committee. At that time, the candidate for President General will introduce her slate and announce that they are candidates for executive office. Nominations, election and installation will be at the third Congress. Campaigning shall be conducted during the week of the third Continental Congress according to specific campaign guidelines.

A candidate for the office of President General shall send the names of those on her slate to the Office of the Recording Secretary General immediately following the announcement of her candidacy. Should there be any changes in the slate of candidates as announced, they must be made no later than two months prior to the Continental Congress in which the election is to take place.

Should there be more than one slate for executive office the placement on the ballot will be determined by a drawing held in accordance with instructions issued by the Office of the Recording Secretary General. Candidates will be listed on the ballot by slate and then by office. All votes must be cast for candidates within the selected slate. Votes for individual candidates may be made; however, a vote may not be made for candidates on opposing slates.

No nominations for executive office may be made from the floor.

No member may declare her candidacy for executive office apart from a slate. Each slate may select a symbol or emblem for its campaign. Certain limitations, as outlined in the Standing Rules of the National Society and by ruling of the National Board of Management, apply to the wearing and display of these campaign symbols. They are: 1) no member of the National Board of Management may wear a campaign emblem on the sash; 2) no employee or member of a congressional committee may display campaign objects of any kind while on DAR premises; 3) campaign objects may not be worn or displayed at or within 100 feet of the polls by anyone at any time.

Following an election, the symbol of the winning candidate for the Office of President General becomes the administration symbol and the rules regarding campaign emblems and symbols no longer apply to that symbol.

Members of the current Executive Committee, except for a member of that committee who herself is a candidate, are to remain neutral. They will neither wear nor display campaign objects nor will they take part in a campaign.

Endorsement of candidates on national DAR slates is not required by the NSDAR National Bylaws and is merely a complimentary gesture that cannot bind any delegate to Continental Congress. A state conference should not at any time endorse a national DAR slate of candidates. In special cases should a state wish or feel compelled to honor a favorite Daughter as a candidate for an executive office by a courtesy endorsement, this may be done provided that the name of the national slate is not mentioned in the proposal or the motion to endorse.

Honorary President General

At the end of her term as President General, this officer is nominated and may be elected by the vote of the Continental Congress to the office of Honorary President General for life. Election may be by a voice vote. [NSDAR – National Bylaws, Article V. Officers. Section 4(a)]

Honorary Vice President General

In recognition of valuable service to the National Society, a member who has held the office of Vice President General may be elected to the office of Honorary Vice President General for life, at any Continental Congress.

At no time may the number of Honorary Vice Presidents General exceed 13; no two may be members of chapters in the same state; and vacancies in the office before December 31 of any year shall be filled at the Continental Congress of the following year.

A notice to the Office of the Recording Secretary General that a member is to be nominated for the office of Honorary Vice President General shall be filed with a statement, certified by the member, of the qualifying service to the National Society. The Office of the Recording Secretary General must receive said notice by the first day of the month preceding the month of Continental Congress.

The statement of valuable service should include a list of all elected and appointed service to the NSDAR at the local, state and national levels with the number of years in each position, exact years of attendance at Continental Congress and National Board meetings, the date of election to the office of Vice President General and length of term and a brief résumé of accomplishments of benefit to the Society. Nomination for this prestigious position should follow continuous and dedicated service to the NSDAR.

Vice President General Candidates

Twenty-one Vice Presidents General serve on the National Board of Management. Continental Congress elects seven each year for a term of three years.

To be designated for election to the office of Vice President General at a Continental Congress, one candidate shall have been endorsed for the office by a majority vote, by ballot, at a state conference of the state in which she holds membership. The motion for endorsement shall designate the specific Continental Congress at which she desires to be a candidate for election and shall be made not more than 18 months in advance of the Continental Congress so designated. [NSDAR – National Bylaws, Article VI. Nomination and Election of Officers. Section 2 (a) and (b)]

Immediately following the state conference at which the candidate was endorsed, the State Recording Secretary should contact the Office of the Recording Secretary General to obtain a Certificate of Endorsement

form. This form needs to be signed by both the State Recording Secretary and the candidate and returned to the Office of the Recording Secretary General for its records. The Office of the Recording Secretary General sends prospective candidates guidelines and keeps them up-to-date on actions essential to their candidacy.

All necessary forms with verifications and signatures must be received in the Office of the Recording Secretary General by the deadline date for filing, which is the first day of the month preceding the month of Continental Congress. If a candidate wishes to withdraw her candidacy, the Office of the Recording Secretary General should be informed in writing by the deadline date for filing. The Office of the Recording Secretary General will not release the names of candidates until after this deadline. It is recommended that candidates for the Office of Vice President General wear the symbol of the current administration on their sash.

As is noted in the NSDAR – National Bylaws, "A vacancy in the office of Vice President General shall be filled at the Continental Congress following a death or resignation. A candidate for the office of Vice President General must be endorsed at a state conference in accordance with the NSDAR – National Bylaws. When one vacancy exists, the candidate receiving the eighth highest number of votes shall be declared elected to fill the existing vacancy. If there is more than one vacancy, the candidate receiving the next highest number of votes shall be declared elected to fill the next longest unexpired term of office." [Article VI. Nomination and Election of Officers. Section 6]

Guidelines for Candidates

Candidates for national office must have held membership in a chapter or chapters of the National Society for five years.

Until the endorsement by majority ballot has taken place at her state conference, no notification stating that a candidate for this office has been endorsed by a state shall be disclosed. This includes letters, magazine advertisements, statements, etc.

Advertisements appearing in the *Daughters* newsletter in support of candidates for national office shall **not** include the word "unanimous" or any word implying "unanimous."

Campaign information for candidates for the offices of Vice President General and Honorary Vice President General shall be limited to a resume with photograph on the DAR Members' Website and advertising in the *Daughters* Newsletter. Campaign information shall not be circulated through printed or online brochures, email, individual campaign websites or social media.

Campaign information for candidates for Executive Office shall be limited to printed brochures, posters, a campaign website, a resume with photograph on the DAR Members' Website and advertising in the *Daughters* Newsletter. Campaign information shall not be circulated through social media.

Photos of candidates with current National Executive Officers may not be used in the *Daughters* Newsletter. Campaign favors, gifts, or any other objects and/or symbols shall not be used or disseminated by candidates for the office of Vice President General.

With the approval of the state regent, all candidates, as a group, may be permitted to present themselves at state sponsored events during Continental Congress.

Candidates shall not present themselves at committee functions or club events, e.g. National Defense Luncheon, DAR School Luncheon, State Regents Club, National Chairmen's Association, etc. These functions have a defined business purpose and are not considered in the same category as the state events, which are more social in nature.

There shall be no campaigning on the premises either of the NSDAR headquarters or within 100 feet of NSDAR headquarters by anyone at any time.

The nominator for a candidate **must be a delegate to Continental Congress**. A **current** executive officer shall not be a nominator. The nominating speech is limited to two minutes.

Each candidate is entitled to a teller. It is advisable that the teller not be a delegate.

Drawing for position on the ballot shall be held in accordance with instructions issued by the Office of the Recording Secretary General.

DAR MAILING LIST

Refer to Chapter IV – National Policies.

NOMINATIONS

The candidate for office need not be a delegate to Continental Congress. The member nominating a candidate for national office **must** be a delegate to Continental Congress. Guidelines for nominations, including time limitations for nominating speeches, are found in the current Continental Congress Standing Rules. It is preferable that a personal Teller for a candidate not be a delegate.

It is the policy of the National Society that current Executive Officers will not nominate candidates for national office or for clubs of the National Society meeting in Washington, D.C.

NOTES

CHAPTER VII

ORGANIZATION OF COMMITTEES

COMMITTEE SYSTEM

The National Society accomplishes the majority of its work under a committee system. The President General appoints a National Chair for each of the NSDAR committees and appoints an Executive Officer as a liaison to each committee. National Vice Chairs and Committee Members are also appointed by the President General. The Executive Committee establishes and eliminates National Vice Chairs. The National Chair directs and supervises the activities of her committee by communicating with the National Vice Chairs, state and Chapter Chairs. All National Chairs are entitled to membership in the National Chairmen's Association and are eligible to purchase a National Chairmen's pin from the DAR Insignia Store. All National Vice Chairs are entitled to membership in the National Vice Chairmen's Association and are eligible to purchase a National Vice Chairmen's pin. All National Committee Members are eligible to purchase a National Committee Member's pin.

A National Chair's Resource Guide is available online on the DAR Leadership Training Committee webpage on the DAR Members' Website.

The only committees authorized to sell fundraising merchandise are DAR Schools, Junior Membership, President General's Project and Units Overseas; and, with the exception of the President General's Project, these committees must have all new merchandise approved by the Executive Committee in advance. Exceptions to this policy may be granted on a case-by-case basis after review by the Executive Committee.

Committee Correspondence

Unless otherwise specified, all mail should be addressed to a National Chair at her home or e-mail address. See the *NSDAR Directory* for name, address, e-mail and telephone number. Also listed are the National Vice Chairs and State Chairs for each committee. The *NSDAR Directory* is available from the DAR Store in the Office of the Corresponding Secretary General.

The Chapter Regent appoints Chapter Chairs for as many committees as possible and for which there is interest. In smaller chapters, it may be difficult to fill every committee chair. If that is the case, the Chapter Regent and officers should determine the committees that are important to their community and focus the chapter's efforts on those select committees. Should it be necessary, an individual may serve as chair of two or more related committees within a chapter.

The National Chairs communicate information to the Chapter and State Chairs through the National Vice Chairs; the National Information Packet (NIP), which is sent to each Chapter Regent; and the DAR Members' Website. It is important that the Chapter Regent distribute a copy of all information concerning a committee to the Chapter Committee Chair. The State Chair may receive additional instructions, which they will distribute to the Chapter Chairs in their state.

REPORTING RESPONSIBILITIES

NSDAR Chapter Master Report

The reporting of committee activities at the chapter level is accomplished by answering the questions on the annual NSDAR Chapter Master Report (CMR). The Chapter Committee Chairs work with the Chapter Regent in formulating the chapter responses. If there is no Chapter Chair for a committee, it is permissible to provide "No Response." Questionnaire responses are tallied at the state, division and national levels. The results of the questionnaire are included in the National Chair's report to Continental Congress and/or in her comprehensive report, which becomes part of the *NSDAR Annual Proceedings*. Reports cover the period from January 1 through December 31. The CMR must be submitted no later than February 1. (Be advised that some State Regents require earlier submission dates.)

PIN access codes are provided to each chapter and for each state and national committee chair. Please contact the Office of the Organizing Secretary General if you have a question regarding access.

The Chapter Achievement Awards form also reports the activities and donations of a chapter. Please see details within the Chapter Achievement Awards Committee section of this chapter.

Committee Contests

Various contests are included in the activities of the committees. The winners of the contests are compiled from the committee reports.

DIVISIONS

For the purposes of communication, reporting and the judging of various contests, each state has been placed in a division. National Division Vice Chairs coordinate committee work in their divisions following the instructions received from the National Chair. The states assigned to each division are:

- *Northeastern Division:* Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont

- *Eastern Division:* Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, Units Overseas (including Australia, Austria, The Bahamas, Canada, France, Germany, Guam, Italy, Japan, Mexico, Spain and the United Kingdom)
- *Southeastern Division:* Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee
- *East Central Division:* Indiana, Kentucky, Michigan, Ohio, West Virginia
- *North Central Division:* Illinois, Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin
- *South Central Division:* Arkansas, Kansas, Louisiana, Missouri, Oklahoma, Texas
- *Northwestern Division:* Alaska, Idaho, Montana, Oregon, Washington, Wyoming
- *Southwestern Division:* Arizona, California, Colorado, Hawaii, Nevada, New Mexico, Utah

LISTING OF COMMITTEES

For the convenience of members and chapters, the committees are listed alphabetically, in the following order: Administrative, National (or Standing), Special, Commissions and Congressional.

The standing committees of the National Society may be referred to as national committees. These committees are constituted to perform a continuing function and remain in existence permanently or for the life of the assembly that established them. The members of the committees serve a three-year term corresponding to that of the Executive Officers, or until their successors have been chosen. The President General appoints a new body of committee members, National Chairs and Vice Chairs at the beginning of her administration. State and Chapter Chairs are appointed at the beginning of state and chapter administrations.

ADMINISTRATIVE COMMITTEES

ADVISORY COMMITTEE

By invitation of the President General, outstanding men and women in various fields—government, finance, business and the professions—are asked to serve on the Advisory Board during each administration as consultants to the National Society. The first Advisory Board was authorized at Continental Congress 1892.

AUDITING COMMITTEE

The Auditing Committee was authorized in 1892. The committee meets at least twice annually (via phone) with the independent CPA firm. The first meeting is pre-audit followed later by post audit at which time the committee inspects the auditors and Treasurer General's reports. Following these meetings, the chair reports to the National Executive Committee to present the committee's evaluations. Additional meetings may be called at the discretion of the chair. The committee reports to the National Board of Management and to Continental Congress. The committee is also responsible for recommending the outside auditing firm and at the beginning of each Administration, reviews the Conflict of Interest Policy.

BOARD OF CONSULTANTS

The Board of Consultants, established in 1941, is comprised of the Honorary Presidents General.

BYLAWS COMMITTEE

The National Board of Management authorized the Bylaws Committee in 1971 as a special committee to receive, investigate, consider and report to the National Board of Management proposals for amendments to the Bylaws of the National Society. Continental Congress established the committee as a standing committee in 1990. The following rules of procedure adopted by the National Board of Management outline the scope of authority of the Bylaws Committee and the requirements for amendments proposed in accordance with NSDAR National Bylaws, Article XXI. Amendments.

Rules of Procedure for Bylaws Committee, NSDAR:

All proposals for amendments to the NSDAR National Bylaws shall be submitted to the Bylaws Committee by October 1 of any year. The committee shall consider all proposals submitted with the proper endorsements, prepare appropriate language for each proposal and submit to the Executive Committee for consideration by the required deadline date.

Amendment Submission: Proposed amendments may be submitted by:

1) A chapter**,** with the endorsement of at least nine other chapters. The chapters shall be located in at least five different states. The chapters

2) proposing and/or endorsing amendments shall furnish the following information to be received by the Bylaws Committee prior to October 1:
   a) The wording of the proposed amendment
   b) The rationale for making the amendment
   c) The name of the chapter proposing or endorsing the amendment
   d) The name of the state in which the chapter is located
   e) The names, addresses and signatures of the Chapter Regent and Recording Secretary of each proposing or endorsing chapter
   f) The date that the chapter voted to propose or endorse the amendment.
3) A committee, authorized by the Executive Committee, National Board of Management or Continental Congress shall furnish the following information to be received by the Bylaws Committee prior to October 1:
   a) The wording of the proposed amendment
   b) The rationale for making the amendment
   c) The name of the committee proposing the amendment
   d) The date that the committee voted to propose the amendment
   e) The signature of the committee chair.
4) The National Board of Management. The National Board of Management shall furnish the Bylaws Committee the following information prior to the February Board Meeting:
   a) The wording of the proposed amendment
   b) The rationale for making the amendment
   c) The date that the Board voted to propose the amendment
   d) The signatures of the President General and the Recording Secretary General.

All proposed amendments received and reviewed by the Bylaws Committee shall be submitted to the committee's executive liaison for referral to the Executive Committee no later than its February meeting. Following review and recommendation by the Executive Committee, the proposed bylaw amendments shall be presented to the National Board of Management for consideration no later than its February meeting. This is necessary to meet the requirements of NSDAR – National Bylaws, Article XXI. Amendments, that all chapters be notified of proposed bylaws amendments not less than 60 days prior to the Continental Congress.

A proposed amendment received after this date may be submitted to the National Board of Management at its February meeting if received in time for the committee to consider it adequately. If not submitted to the National Board of Management at its February meeting, the proposed amendment shall be submitted to the National Board of Management at its next meeting for consideration for inclusion in the notice of amendments for the following Continental Congress.

DAR TOURS COMMITTEE

Established in June 1988 by the Executive Committee, this special committee was formed to promote the recognition of those who supported the struggle for American independence.

In the past, the NSDAR has recognized individuals as well as other governments for their support of the American Revolution including: Frederick Von Steuben from Germany; John Paul Jones from Scotland; Generals Lafayette and Rochambeau and Admiral DeGrasse from France; Philip Mazzei from Italy; Benjamin Franklin's association with St. Andrew's University in Scotland and Great Britain; and Christopher Columbus, Queen Isabella, King Ferdinand, King Juan Carlos III and the Spanish people.

Other programs have recognized the reconstruction in Rochefort, France, of the *Hermoine*, the ship that brought Lafayette to America and the first salute of an American warship by a foreign government, by the Dutch governor of the Caribbean island of St. Eustatius. Daughters have followed the Historic Pathways to Liberty Tour in the northeastern United States; participated in the Preserving Peace and Friendship Tour in Spain; enjoyed the Circles of Friendship Cruise, highlighting the American Revolution in the Caribbean; participated in the Honoring Scottish Heritage Tour to Scotland; celebrated the Franco-American Alliance in France; and cruised Eastern Canada and New England to celebrate the 125th anniversary of the NSDAR.

DEVELOPMENT COMMITTEE

Originally approved by the National Board of Management in 1988, the Ways and Means Committee was re-established as a Standing Committee in April 1995 for the purpose of developing and presenting fundraising programs that would generate additional income annually for the National Society. The committee was renamed the Development Committee by the National Board of Management in February 2002.

The Development Committee provides support, guidance, advice and recommendations to the Office of Development and its staff regarding the implementation of proposed development programs, solicitation campaigns, initiatives and policy changes. The committee also assists with evaluating the effectiveness of the NSDAR fundraising efforts in meeting the NSDAR mission and financial goals; and makes recommendations to the Executive Committee regarding fundraising policies.

The Development Committee also educates chapters and state societies about fundraising on the local, state and national levels while providing guidance on compliance with all local, state and federal laws and professional policies related to fundraising.

This committee further assists the Office of Development and its staff during all Continental Congress events honoring those members whose gifts to NSDAR enable the Society to continue meeting its goals of promoting historic preservation, education and patriotism. For further information, see Chapter VIII.

EXECUTIVE COMMITTEE

The Executive Committee is authorized by NSDAR – National Bylaws, Article X. Executive Committee. The committee consists of the 12 Executive Officers: President General, First Vice President General, Chaplain General, Recording Secretary General, Corresponding Secretary General, Organizing Secretary General, Treasurer General, Registrar General, Historian General, Librarian General, Curator General and Reporter General.

The National Board of Management may authorize this committee to perform such duties of the board between its meetings, as it may from time to time deem expedient. The Executive Committee shall: meet at the call of the President General, or upon the written request of five members of the committee; vote by teleconference or via e-mail if necessary; report and make recommendations to each regular meeting of the National Board of Management.

This committee shall have charge of all investments and the placing of insurance contracts. It shall consider the budget submitted by the Finance Committee and make recommendations pertaining to the budget to the National Board of Management. It has authority to enter into contracts and agreements with limitations as specified in the NSDAR – National Bylaws.

Any recommendations for projects requiring the expenditure of funds to be considered by the Continental Congress, outside of routine operations, must be submitted to this committee on or before January 15 of each year.

FINANCE COMMITTEE

This committee was first appointed in December 1890. The Finance Committee may report at any meeting of the Executive Committee or National Board of Management, offering its suggestions, recommendations, or pertinent information regarding finances. It prepares an annual budget, with input from the National Society's staff,

covering the fiscal year (January 1 through ~~the last day of~~ December 31) based on annual dues ~~received for the year~~ payable the preceding December 1 and other anticipated revenue and expenses. ~~sources~~. The proposed annual budget is submitted to the Executive Committee for its review and approval. The budget as approved by the Executive Committee is submitted to the National Board of Management for final approval. The Finance Committee may be consulted about the Society's investments.

HUMAN RESOURCES COMMITTEE

This committee was established by the National Board of Management in 1911 as the Clerks Committee and in January 1938 was renamed the Personnel Committee. It became the Human Resources Committee in 2013.

The committee consists of the First Vice President General, who serves as chair and other members of the Executive Committee appointed by the President General. The Human Resources Committee reviews all matters pertaining to DAR employees and makes recommendations to the Executive Committee. The Human Resources Director is a non-voting member and serves as the committee Recording Secretary.

INVESTMENT COMMITTEE

In December 2006, the Executive Committee established an Investment Committee, as a Standing Committee, upon advice of the auditors. Prior to this time the responsibility for making investment decisions was delegated to a seven-member committee, called by various names, appointed by the President General from members of the National Board of Management together with the President General and one other executive officer.

The Investment Committee includes voting members, as follows:

1) Treasurer General, Chair
2) Recording Secretary General, Vice Chair
3) President General
4) Chair, Finance Committee
5) Current or past Executive Officers or past members of the Investment Committee, as appointed by the President General

Also serving as non-voting members of the Investment Committee are the Administrator and the Controller.

The role of the Investment Committee is to review (during each board week) the DAR investments and to review DAR's investment policies. Committee recommendations concerning investments and investment policies are brought by the Treasurer General, chair of the committee, to the Executive Committee for review and discussion.

PROPERTY BEAUTIFICATION AND HOSPITALITY COMMITTEE

The Buildings and Grounds Committee, originally authorized as the Supervision Committee in 1899, was established in 1911 and renamed Property Beautification and Hospitality in 2007. The chair of the committee reports to the President General. She also reports to Continental Congress, providing information on the status of Memorial Continental Hall, Constitution Hall, the Administration Building and the care of the grounds.

This committee is responsible for providing luncheons for the Executive Committee and National Board of Management. The committee also assists with the Annual Holiday Open House in December through the selection and installation of decorations and the provision and service of light refreshments to the public. The chair coordinates with the Continental Congress chair to ensure all aspects of the complex are prepared for the annual meeting. She consults with the President General and/or Administrator on items pertaining to interior and exterior functions and maintenance of the facility including the selection and installation of annual plantings. She works with the Vice Chairs of National Board Events and the Vice Chair of State Regents' Dinners.

PROTOCOL COMMITTEE

The Protocol Committee was confirmed as a special committee in 1971 and became an administrative committee in 1977. For complete information and instructions see Chapter XIII or the Protocol Committee portion of the DAR Members' Website at www.DAR.org/members/dar-members-section.

UNITS OVERSEAS COMMITTEE

Since the early years of the National Society, there have been DAR members living outside the United States. The first overseas chapter was formed in Hawaii in 1897. The Units Overseas Committee was established in 1950 during the administration of President General Marguerite C. Patton to provide a link between the National Society and DAR members living outside the United States.

Twenty-one chapters are located in twelve countries and one U.S. Territory around the world: Australia (2), Austria (1), The Bahamas (1), Canada (5), France (1), Germany (1), Guam (1), Italy (1), Japan (1), Mexico (4), Spain (1) and the United Kingdom (2). To learn more about

these Units Overseas chapters, visit the DAR Members' Website. An overseas chapter may be organized with a minimum of eight members who live in the country where the chapter is being formed. Detailed instructions for organizing a chapter are available from the Office of the Organizing Secretary General. Her staff, along with the members of the Units Overseas Committee, provides assistance and support during the organizing process.

Members of overseas chapters and members-at-large must pay their national dues in U.S. dollars. Dues may be paid by credit card, money order, traveler's check or a check drawn on a U.S. bank.

Overseas chapters and Units Overseas Committee members welcome and encourage DAR members and prospective members living outside the United States to become involved in DAR activities in the countries in which they reside.

Daughters are encouraged to become associate members of overseas chapters. Any DAR member in good standing may become an associate member of an unlimited number of chapters in the Units Overseas Committee. Associate member forms may be found on the DAR Members' Website.

STANDING COMMITTEES

AMERICAN HERITAGE COMMITTEE

The American Heritage Committee was established in April 1963 at the 73rd Continental Congress. Its aim was to "preserve our rich American heritage in the fields of art, crafts, drama and literature." The American Music Committee, created in 1938, "to give the music of American composers its rightful place beside the music of the rest of the world" was incorporated into the American Heritage Committee in 1965. The first appointments of the American Heritage National Vice Chairs in charge of Art, Crafts, Drama and Literature and Music were made in 1972.

[In 2001 the American Heritage and Conservation Committees were combined and known as Environmental Preservation. These committees were again divided in 2004.]

The subject matter covered by the American Heritage Committee is limitless. It includes family heirlooms, storytelling, needlework, crafts, miniatures, musical instruments, American Indian artifacts, dolls, snuffboxes, collectibles, folklore and much more.

For information on the Evelyn Cole Peters Awards and the American Heritage Contests, see Chapter XV.

Note: The Office of the Reporter General accepts American Heritage programs with topics of general interest. Programs must follow the requirements of this office. Programs may be ordered from the Office of the Reporter General, NSDAR, 1776 D Street NW, Washington, D.C. 20006-5303 or from the DAR Members' Website. Program manuscripts are available for download from the DAR Members' Website homepage on the left navigation bar see "Chapter Programs." Other media may be ordered for a small fee.

AMERICAN HISTORY COMMITTEE

The purpose of the American History Committee is to promote American history throughout the year by honoring historically significant people, places, dates and events. First authorized as a special committee in 1956, it was known originally as the American History Month Committee. The status was changed to a national committee at the 92nd Continental Congress in 1983. The present name was approved at the 102nd Continental Congress in April 1993.

The Historian General served as National Chair of this committee until 1984. Although a National Chair now coordinates and directs its activities, the committee is under the jurisdiction of the Historian General. Activities of the committee include: presenting American history programs; arranging historical displays in schools, libraries and public buildings; preparing and encouraging use of DAR spot announcements (available on the DAR Members' Website or from the Office of the Historian General); displaying DAR stickers and posters promoting American history in schools; and sponsoring/administering two major essay contests.

This committee is now made up of subcommittees with National Vice Chairs as heads of each. These subcommittees are chosen at the start of each administration. At present, there are ~~two~~ three: American History Essay Contest and Women in American History.

Questions concerning committee activities and programs should be directed to the National Chair and/or the appropriate Vice Chairs. Requests for information concerning the essay contests may be directed to the National Vice Chair in charge of the particular essay contest. Further information on the American History Essay Contest and the Patriots of the American Revolution DAR High School Essay Contest are ~~is~~ available in Chapter XV.

Women in American History

The emphasis of this subcommittee is on the role of women, past and present, in American history. Select a notable woman from your state or

community to honor. March is officially "Women's History Month," so the chapter may wish to use this occasion to acknowledge the outstanding contributions of the woman of the chapter's choice. When choosing a woman for this recognition, take into consideration women who have made a contribution, or a difference in their communities. Look for women who are, or who have been, intellectual, educational, social, religious, political, scientific and cultural innovators. Recognition may take the form of an invitation to speak at a chapter meeting, the presentation of a certificate, the writing of a letter to the editor of a local newspaper, the publication of an article on the woman, or the arranging of an interview with the honoree on radio or television. The award is given at the chapter and state level. National approval is not required, but National recognition will appear on the databases on the DAR Members' Website under this committee. The Report Form for Women in American History must be sent to the National Vice Chair for the honoree to appear on the database. Check the database under this committee to avoid duplication. The database may be found at http://members.dar.org/committees/history/women.htm.

Friends of American History Fund

The Friends of American History Fund was established in October 2003 to finance the prizes for the committee awards. Donations to this fund must be made on Development Form DEV-1003 and mailed to the Development Office. In recognition of a contribution of $100 or more, a pin may be purchased from the DAR Insignia Store.

AMERICAN INDIANS COMMITTEE

This committee, established as a subcommittee in 1936 and a national committee in 1941, is authorized to provide financial assistance and educational aid to Native American youth and to alert the members of our National Society of these needs.

Bacone College

Bacone College (2299 Old Bacone Road, Muskogee, OK 74403-1597) is an accredited four-year liberal arts college. It is the oldest college of continuous education in the state of Oklahoma and is committed to providing students with 21st-century knowledge and skills. Funds are needed for scholarships, general operating expenses and personal needs of the students. Bacone has a thrift shop that provides serviceable clothing to those in need and which serves as a source of income for the college. Donations of good, clean, used clothing, jewelry, household articles, etc. may be sent to the Treasure Chest, in care of the college address.

Chemawa Indian School

Chemawa Indian School (3700 Chemawa Road NE, Salem, OR 97305-1199) is fully accredited and meets the standards of the Northwest Association of Schools and Colleges, the state of Oregon and the Bureau of Indian Affairs. Founded in 1880, Chemawa is the oldest boarding school in continuous operation for Native Americans in the United States. It serves students in grades 9-12. More than 70 different Indian tribes are represented among the more than 300 students. The school is always in need of art and school supplies, as well as monetary donations. Chemawa has no thrift store, so please refer to the "Need List" on the DAR Members' Website.

Indian Youth of America Summer Camp Program

This summer camp is sponsored by Indian Youth of America, Inc., Sioux City, Iowa. This non-profit organization is dedicated to improving the lives of Indian children. The IYA is nationally known for its summer camps. Its inter-tribal summer camp program provides numerous opportunities and experiences for American Indian youth in their educational, physical, cultural, personal and career growth while fostering self-esteem and pride in their heritage. Since 1976, when the first camp was held, more than 6,000 American Indian children representing 170 tribes have attended. Camps are held in Oregon, Arizona, South Dakota and Idaho.

American Indian Scholarships

The American Indians Committee awards two scholarships. For further information, see Chapter XVI.

The Friends of the American Indians Scholarship Fund

This scholarship fund was established in June 1996. Donors making contributions of $200 or more to the fund are eligible to purchase the Friends of the American Indians Scholarship Fund pin to be worn on the official ribbon.

Assistance to American Indians within the states and in local communities is encouraged and recognition will be given to those contributors in the National Chair's report to Continental Congress.

American Indian Fund

The American Indian Fund was established in February 2014 to provide funding to Bacone College, Chemawa Indian School, Indian Youth of America Summer Camp and to provide financial assistance for educational opportunities benefitting American Indians. Grant requests should be submitted to the National Chair of the American Indians Committee. Grants are awarded yearly by the Executive Committee to qualifying schools and programs provided funds are available.

AMERICANISM COMMITTEE

This committee was established in 1919 with a goal of developing better citizenship training for all persons residing in the United States. The objective is to promote knowledge, loyalty and love of country in the hearts and minds of American citizens, whether naturalized or citizens by birth.

This committee oversees the approval process for the **DAR Medal of Honor** and the **DAR Americanism Medal** — among the most prestigious awards presented by the NSDAR. Both awards provide a unique opportunity to promote patriotism within local communities by honoring outstanding citizens. For further information on the DAR Medal of Honor and the DAR Americanism Medal, see Chapter XV.

In addition, this committee encourages DAR members to become involved in their local naturalization process and to assist new immigrants with their applications for citizenship. Members participate in naturalization ceremonies by serving as keynote speakers, presenting patriotic materials and U.S. flags, and by giving receptions, teas and luncheons to honor new citizens.

DAR Manual for Citizenship

The *DAR Manual for Citizenship* is no longer being printed by the NSDAR but is still available in its entirety on both the DAR Members' Website and the DAR Public Website in printer-friendly format.

CHAPTER ACHIEVEMENT AWARDS COMMITTEE

The Honor Roll Committee was authorized by the National Board of Management in April 1953 and adopted by the 65th Continental Congress.

The Chapter Achievement Awards were first established at the June 1995 National Board of Management meeting to give chapters with a membership of less than 200 an alternative to the Honor Roll form. The response to the new form was so positive that in February 1996, the National Board of Management authorized a change in the committee name from Honor Roll Committee to Chapter Achievement Awards Committee and the adoption of the Chapter Achievement Awards form.

The Chapter Achievement Awards form is based on a point count method. The total points that a chapter scores will result in attaining Levels One, Two or Three. The more a chapter strives to accomplish the goals of the National Society, the more points it will achieve.

The Chapter Achievement Awards form is part of the Chapter Master Report (CMR) and is completed online. The Chapter Achievement Awards Planning Guide and Checklists can be found on the Chapter Achievement Committee webpage located on the DAR Members'

Website and are helpful for planning chapter programs, projects and budgets for the DAR year.

CHILDREN OF THE AMERICAN REVOLUTION COMMITTEE

The 63rd DAR Continental Congress authorized the "establishment of a committee for the Children of the American Revolution." State and Chapter Regents appoint chairs who promote the work and principles of C.A.R. and interest chapters in sponsorship, leadership and promotion of its work and activities. Chairs should report regularly on the work of C.A.R.

National Society of the Children of the American Revolution

The National Society of the Children of the American Revolution (N.S.C.A.R.), as an organization, was created by the 4th Continental Congress, February 22, 1895. The Society was organized in Washington, D.C. on April 5, 1895 and incorporated under the laws of the District of Columbia on April 11, 1895. N.S.C.A.R. prepares our youth to join the ranks of DAR, SAR and S.R. Eligibility for membership is the same as for DAR. C.A.R. membership is open to boys and girls from birth until their 22nd birthday.

Programs and activities are parallel to those of DAR. The mission statement: The National Society of the Children of the American Revolution trains good citizens, develops leaders and promotes love of the United States and its heritage among young people.

Any DAR chapter may support a local C.A.R. society. The chapter may recommend an Organizing Senior President to the Senior State President for appointment. This is a two-year appointment for the organizing senior president to organize a society. Only six new members are required to organize a C.A.R. society. The process to reorganize a society is the same except it is any six members to reorganize a C.A.R. society.

Regents of supporting chapters should assume the responsibility of making certain their members provide leadership. C.A.R. has dual sets of officers at all levels—member officers and corresponding senior officers, all working together. Local societies are under the leadership of senior society presidents. The *C.A.R. Handbook* lists the duties of each office. The senior society president and the senior society first vice president must be members in good standing in DAR, SAR, or S.R. and will serve a two-year term. C.A.R. member officers serve a one-year term.

State work is under the direction of a Senior State President who is appointed by the Senior National President. State Regents should extend the courtesy of permitting C.A.R. Senior State Presidents the privilege of reporting at DAR state conferences as well as inviting the State and Senior State Presidents to bring greetings at the state conference.

The C.A.R. National Board consists of the National Officers, Honorary National Presidents who are still members and State Presidents. The corresponding senior officers serve on the Senior National Board.

The N.S.C.A.R. National Convention is held annually the end of the week in which April 19 falls. It is held in the Greater Washington, D.C. area. Members, senior leaders, their families and guests attend.

The Senior National President invites DAR members and other interested persons to serve as national promoters and life promoters. National and life promoters use their influence to promote the important youth training program and to encourage C.A.R. membership.

The *C.A.R. Magazine* is published quarterly and contains articles about the society's activities, most of which are written by the members. The *C.A.R Handbook* gives complete information about C.A.R.

The C.A.R. maintains The Children's Room on the third floor of Memorial Continental Hall. Its national headquarters and Museum are located on the second floor of Constitution Hall. The address is: C.A.R. National Headquarters, 1776 D Street NW, Room 224, Washington, D.C. 20006-5303. The National Website is www.nscar.org.

N.S.C.A.R. encourages its members to join DAR, SAR and S.R. as dual members. Members may request a Certificate Attesting Membership from C.A.R. National Headquarters or the National Website. The certificate waives the Application fee for membership in DAR, SAR and S.R. for a year or until the 22nd birthday. This certificate, a completed DAR Application with full documentation and dues are presented to DAR for membership.

COMMEMORATIVE EVENTS COMMITTEE

This committee was established at the June 1992 meeting of the National Board of Management for the purpose of coordinating the celebration of any future National Society observances. The National Vice Chairs have specific historical events that they coordinate and encourage. The National Division Vice Chairs and State Chairs encourage state societies and chapters to review the history of their states and local regions, as well as national projects, to identify opportunities for commemorative events and to join in celebrations that support DAR's historical, educational and patriotic objectives.

COMMUNITY CLASSROOM COMMITTEE

Established in 2016, this committee seeks to encourage Daughters to volunteer support to teachers and children in classrooms/schools in their own communities. State Regents are asked to appoint a State Chair and to request their chapters appoint Chapter Chairs. Each is encouraged to

adopt a local classroom or school in order to provide time, supplies and/or financial support. Begin with a teacher in your chapter or an educator /principal you already know. Visit the Community Classroom Committee webpage on the DAR Members' Website for suggestions and additional information. Then share your success stories via the Success Story form with your chapter and your state chair. Remember to note your chapter's achievements in the Chapter Master Report.

Educational Resources was established as a committee in 2015 and incorporated into the Community Classroom Committee in 2019. The purpose of Educational Resources is to provide electronic lesson plans focusing on America, its history, government, heritage and genealogy, as well as related language and/or math topics. These lesson plans may be submitted by DAR members or the public for use by schools, clubs or other interested groups. Having these lesson plans readily available allows teachers and leaders to easily select those that meet their needs. For a lesson plan or the lesson plan template and cover sheet, please consult the NSDAR site for educational resources. The lesson plan template and cover sheet form may also be found in the DAR Members' Committees Forms area. Many of these lesson plans would be a fun chapter program!

COMMUNITY SERVICE AWARDS COMMITTEE

The National Board of Management established this committee in April 1995 to set guidelines and administer the approval process for the states and chapters seeking worthy recipients for the Community Service Awards. For further information on the awards, see Chapter XV.

CONSERVATION COMMITTEE

The Conservation Committee was established by the 18th Continental Congress in 1909 with a focus on protecting and conserving our natural resources.

Climate change and the misuse of our natural resources continue to pose threats to our national security and to the well-being of future generations. Contamination of our land and water, destruction of our forests and wetlands, the introduction of non-native species of plants and animals, and a warming climate all threaten our agriculture, infrastructure and health, as well as the majestic beauty of our great country. The mission of this committee is to educate members about these issues and to promote and encourage good stewardship practices that benefit the environment.

All chapters are urged to have a Conservation Minute at each meeting, to offer a conservation program once each year and to consider presenting an NSDAR Conservation Medal to adult and youth volunteers, including DAR members, with distinguished conservation records; businesses that exhibit sustained efforts to improve the environment or to

educate the public on conservation issues; and compensated individuals who go above and beyond the requirements of their jobs. The criteria for issuance should include: outstanding efforts in wildlife and nature centers; resource management; park establishment; youth leadership; conservation-related media and education. Medals will be presented to each person in the group receiving the award. The award process is administered by the National Chair of the Conservation Committee.

This committee is responsible for updating information related to the DAR Forests that appears on the DAR public Website and the National Chair should be notified of any additions or changes. A conservation project of no fewer than 500 tree seedlings on one acre of land may be recognized as a DAR Forest. If a DAR marker is desired, approval must be obtained from the Office of the Historian General.

This committee issues the NSDAR Conservation Medal. For further information, see Chapter XV.

CONSTITUTION WEEK COMMITTEE

The Constitution Week Committee was designated a special committee by Continental Congress in 1966 and made a national committee by Continental Congress in 1983. The Constitution is the safeguard of our liberties and champion of our freedoms. The purpose of celebrating Constitution Week is to emphasize the responsibility of protecting and defending the Constitution, preserving it for posterity, understanding its significance to our heritage and its foundation to our way of life. The 2005 federal mandate to teach one day of Constitution education gives chapters an opportunity to participate in the local schools with activities relating to the Constitution, creating Constitution Week programs and donating Constitution Week kits.

Encourage the signing of a proclamation by governors, mayors and other officials designating September 17-23 as Constitution Week. Please be aware of other chapters in your community and share the privilege of official proclamations. Editorials in newspapers, newspaper articles, letters to the editor and public service announcements are some of the many ways a chapter may wish to promote Constitution Week, as is encouraging the participation of individuals and communities in Bells Across America. Chapters and states may also host luncheons or teas featuring a special speaker on the Constitution. Displays in libraries, storefronts, schools and churches are another way to promote the Constitution. Materials may be ordered from the DAR Store. Certificates of award are available to present to speakers, chapter members, or members of the community who find outstanding ways to commemorate, educate and celebrate Constitution Week.

History

President General Gertrude S. Carraway was responsible for the

annual designation of September 17-23 as Constitution Week. She submitted a tentative resolution to the Resolutions Committee that was adopted in 1955 by voters at Continental Congress.

Members of the United States Congress received copies of the DAR resolution on June 7, 1955, at a Flag presentation by the Executive Committee to the U.S. Senate, where the NSDAR resolution on Constitution Week was discussed. On June 14, Senator William F. Knowland of California introduced Senate concurrent Resolution 140, authorizing and requesting that President Dwight D. Eisenhower follow the DAR example by proclaiming September 17-23 as Constitution Week. Following passage of this resolution by both houses of Congress, President Eisenhower issued his proclamation on August 19, 1955.

The first observance of Constitution Week was so successful that on January 5, 1956, Senator Knowland introduced a Senate Joint Resolution to have the president designate September 17-23 annually as Constitution Week. This resolution was adopted on July 23 and signed into Public Law 915 on August 2, 1956. For his patriotic aid and interest, Senator Knowland received an Award of Commendation from Continental Congress in April 1956.

DAR GENEALOGY PRESERVATION COMMITTEE

The DAR Genealogy Preservation Committee was established by the Executive Committee on September 30, 2003, as a special committee. The goal is to index DAR genealogical, organizational and membership information into computerized, searchable databases. This work not only assists in preserving these valuable records, but also significantly enhances the Application approval and membership record retrieval processes.

This committee began work with the Chapter Caption Project. This project added the name of the chapter a member belonged to in the pre-1985 database and the date she left DAR either through death or resignation. The information was added to e-Membership in March 2004 and has helped to better identify those pre-1985 members. The Chapter Caption Project was followed by the Pension Card Indexing Project so that an index of the Pension Volumes found in the DAR Library is now computerized and available for use by the Genealogy Department. The Real Daughter Project, which identified each Real Daughter in the system, was also completed.

The Committee's Descendants Project transcribes the information found on the lineage page of DAR Applications and Supplementals. This is only done for paper applications; so as the number of eApps goes up, the work of this project decreases. Each application, after approval by a DAR Genealogist, is transcribed twice and then reviewed by a certifier before upload to the GRS database and use in Build-An-App. The

Descendants database provides a way to search the lineage of DAR members.

The Committee's most recent project is the Supporting Documentation Project, which started in September 2011. Volunteers for this project have identified and indexed the lineage records submitted with applications and supplementals. Each document is indexed twice and then reviewed by certifiers before upload to the GRS. These records are identified by their type, for example: birth record, military record, will, bible record, census, etc. Once the records are categorized, locating a specific document becomes quicker and easier for those who use these records throughout the application process.

Due to the diligent work of thousands of DAR volunteers, the categorizing and indexing of over 8.5 million documents for Supporting Documentation Project was accomplished in March 2020. A small group will continue to index and certify the remaining documents.

We are looking forward calling volunteers back to work on our next project for this committee! The NSDAR Genealogy Department is working with IT and Database managers to develop a new project.

~~The Committee's Descendants Project entered the information found on the lineage page of DAR Applications. All available Applications through 2014 have been entered. The complete lineage from the second page of the Application was entered online into a database at Headquarters. The resulting database is available under the Genealogical Research System. The Descendants database provides a way to search the lineage of DAR members.~~

~~Currently the Committee is actively working on the Supporting Documentation Project that started in September 2011. Volunteers are working to categorize the documents submitted by members to support the lineage claimed on Application and Supplemental Applications.~~

~~The committee will be involved in other projects such as developing lists of Patriots' children.~~

Anyone working on a DAR Genealogy Preservation Committee project must sign a nondisclosure agreement.

DAR GOOD CITIZENS COMMITTEE

This committee was created by resolution of the Continental Congress of 1934 as the DAR Good Citizenship Pilgrimage. The state winners were senior girls from four-year high schools who received a trip to Washington, D.C. In 1952 the name was changed to DAR Good Citizens Committee and monetary awards were presented to the winners.

The purpose of the DAR Good Citizens Committee is to recognize and reward male and female high-school seniors who exemplify the qualities of a good citizen: dependability, service, leadership and patriotism. This program is open to senior-class students enrolled in

accredited public or private secondary schools that are in good standing with their state boards of education. United States citizenship is not required.

This committee administers the DAR Good Citizen Award and Scholarship Contest. For further information, see Chapter XV.

DAR LEADERSHIP TRAINING

The DAR Leadership Training Committee, established as a Standing Committee in 2010, provides tools and assistance to develop leadership qualities in DAR members serving in leadership positions. Over the years the committee has developed a variety of resources that are maintained on the committee's webpage on the DAR Members website, including the National Chair's Resource Guide, and Chapter Regent's Guide and Parliamentary Procedure Guide.

In 2016, the DAR Member Training Courses were developed to educate and expand members' knowledge of DAR. The DAR Leadership Training Committee is responsible for course content, development, and implementation. Currently, three courses are offered through the committee: the Members Course, for all Daughters; the Committee Leaders Course, for all aspiring and current chairs; and the New Horizons Course, for emerging and current DAR leaders. More detailed information, including how to enroll in the courses, is available on the committee's webpage on the DAR Members' Website.

Through its national vice chairs, the committee provides aids such as presentations, orientations, webinars, and guides on basic leadership skills to assist chapter, state and national leaders.

- Member Training: Responsible for all aspects of the Member Training Courses, including working with and overseeing the state coordinators who administer the courses at the state level.
- Webinars: Works with national chairs and other subject matter experts to develop and produce informative presentations on DAR mission areas, skills development, and leadership training. Presentations are in the form of a webinar and are offered to all members at no cost throughout the year. All webinars are archived in the Webinar Library on the DAR Leadership Training Committee page on the DAR Members' Website.
- Transition Orientation: Provide information at orientation about DAR policies, procedures, responsibilities and other pertinent information about how to become an effective state regent or executive officer. Conducted each year for state regents and every three years for candidates for executive office.
- National Chair's Forum: Coordinates the national chairs in providing key committee topics and information for state regents

to share with their state chairs and other state and chapter leaders. Conducted each October at the National Board of Management.

- National Chair's Congress Presentations: Coordinates and assists the National Chairs in creating their annual Continental Congress presentations of their committee's accomplishments throughout the country at the state, chapter and member level.
- Communications: Coordinates all communications, promotes webinars and training opportunities, manages social media sites, and produces a bi-annual newsletter. Currently, the committee maintains two Facebook Groups: DAR Leadership Training Round Table, open to all interested Daughters, and DAR Leadership Training Coordinators, for state coordinators only.

Member Training Pin: Eligibility for the Member Training pin and bars is monitored by this committee and is the responsibility of the National Vice Chair for Member Training. Graduates of the Members and the New Horizons courses are reported by each state coordinator to the National Vice Chair. Once reported, the participants' e-Membership records are updated, and they are eligible to purchase the pin and respective bar.

~~Through its National Vice Chairs, the committee provides aids such as presentations and guides on basic leadership skills to help chapter, state and national leaders plan, organize, lead and coordinate activities. The *National Chair's Resource Guide*, the *Chapter Regent's Guide* and *Parliamentary Procedure Guide* are example publications that provide helpful instructions to those in leadership roles. These can be found on the DAR Leadership Committee page on the DAR Members' Website.~~

~~DAR Leadership Training National Vice Chairs:~~

- ~~Membership Webinars: Conducted via the web throughout the year, webinar topics include leadership advice, managing change, balancing work and life, along with ways to improve leadership skills. This service is offered to all members at no cost and provides the participants with a convenient forum for discussion with speakers and national leaders, as well as the opportunity to ask questions.~~
- ~~Membership Webinar Review: Periodically reviews the contents of webinars to ensure the topic is still relative and the content is up to date.~~
- ~~National Chair's Forum: Conducted each October, National Chairs provide key committee topics and information for State Regents to share with their State Chairs and other State and Chapter leaders.~~
- ~~State Regents' Orientation and Executive Committee Transition Orientation: Conducted each year for State Regents and every three years for candidates for Executive Office. The orientations~~

~~provide information about DAR policies, procedures, responsibilities and other pertinent information about how to become an effective State Regent/Executive Officer.~~

DAR MAGAZINE COMMITTEE

The bimonthly *American Spirit* magazine and its companion *Daughters* newsletter are the Society's official publications. They serve to inform and motivate the membership to raise the visibility of the National Society within the community. Every member should subscribe to these publications and chapters should purchase gift subscriptions for libraries, schools and senior citizens in order to both spread the news about the programs of DAR and attract new members.

The National Society has continuously published a magazine since 1892, when NSDAR founder Ellen Hardin Walworth became the first editor. Like many other publications, our Society's periodical has undergone several name changes through the years: *The American Monthly Magazine* (1892-1913), *The Daughters of the American Revolution Magazine* (1913-1937), *The National Historical Magazine* (1937-1946), the *Daughters of the American Revolution Magazine* (1946-2001) and *American Spirit* magazine and the *Daughters* newsletter (2001-present).

There was obvious benefit in separating the Society's periodical into two distinct publications. Daughters receive pertinent business information and advertising opportunities through a focused, motivational internal newsletter that is designed to educate members about our important work. Meanwhile, the external *American Spirit*, which is also enjoyed by DAR members, affords the opportunity to produce a professionally written and designed historical periodical that is worthy of our reputation as one of the world's foremost historical and genealogical societies.

Committee Responsibilities

The chapter magazine chair has several responsibilities:

1) Enthusiastically promote subscriptions to *American Spirit* and *Daughters* newsletter within her chapter and coordinate the chapter's donation of subscriptions to local libraries, schools and other interested organizations. A list of all subscribers for each chapter is available online through e-Membership and may be accessed by the Chapter Regent by using an assigned password;
2) Encourage members to attain Chapter Achievement Awards status each year by acquiring a minimum of 30 percent of chapter members subscribing to the magazine and newsletter, based on the official membership count as of January 1;
3) Ensure that the chapter receives its Chapter Achievement Awards credit by contributing at least $40 to an advertisement or to the *Daughters* newsletter each year; and

4) Encourage members to support the Friends of American Spirit Fund with contributions of $100 or more.

The State Magazine Chair shall:

1) Promote subscriptions to members and the general public. To do so, there is a Subscribe Today! DAR Magazine PowerPoint available for download on the committee website. It may be presented on a laptop at meetings, workshops or other venues.
2) Plan and coordinate the advertisements submitted from chapters, councils, districts, candidates and commercial organizations within the state in accordance with the state-sponsored issue deadline;
3) Prepare and submit completed Chapter Master Report data to the National Vice Chairs by the specified deadline; and
4) Provide support to chapter magazine chairs as needed.

Subscription Information

Both publications are produced bimonthly and the annual subscription covers the total expense of 12 combined issues (i.e., six of *American Spirit*, six of the *Daughters* newsletter). Foreign subscriptions are available at an additional cost. All shipping via First Class Air Mail outside of the United States requires a fee in addition to the subscription rate. The magazine can be purchased at a single copy price plus shipping costs, if applicable. Refer to committee page of the DAR Members' Website for the proper amount to remit. Effective October 2018, each new member receives one complimentary copy.

Single copy or subscription orders can be placed in several ways: Online at the Magazine Committee webpage; U.S. mail via the DAR Magazine Office at 1776 D Street NW, Washington, D.C. 20006-5303; calling toll-free 1 (866) 327-6242.

Checks should be made payable to Treasurer General, NSDAR. MasterCard, Visa, American Express and Discover credit cards are all acceptable forms of payment, though only MasterCard and Visa are accepted for online orders. Allow six to 12 weeks for the processing of subscriptions and/or changes of address.

Members should include their full name and DAR national number, as well as their chapter name and code for the most prompt and accurate service. Non-members, libraries, or other institutions should indicate the "ID" number from their mail label on all correspondence.

Members should promptly renew their subscriptions in order to ensure that delivery is not interrupted. Members are encouraged to frequently check the expiration date (i.e., EXP Month/Year) on their mailing label in order to ensure that their subscription is kept current.

Magazine and Newsletter Advertising

Advertising revenues help to offset the expense of preparing our periodicals. Each chapter must submit $40 worth of support to the

Daughters newsletter each year in order to obtain Chapter Achievement Award credit. This contribution can take the form of an outright donation or payment toward a cooperative ad in conjunction with other chapters.

Current information concerning *Daughters* newsletter advertising is available in the annual National Information Packet and on the DAR Magazine Committee page of the DAR Members' Website. The DAR Magazine Staff is available to answer questions regarding submission of advertising via e-mail at magazineadvertising@dar.org.

All advertising is subject to the approval of the National Society. Advertisements for candidates for the office of Vice President General will not be accepted in the *Daughters* newsletter until after the Office of the Recording Secretary General has received the Certificate of Endorsement from their respective states.

Friends of American Spirit Fund

Since the publication of its inaugural issue more than a century ago, the National Society has sought to offset the expense of producing its magazine. Member contributions help to defray these costs. There are two donation opportunities available that allow a member to support the magazine and to purchase pins. A contribution of $100 or more allows the donor to purchase a Friends of the DAR Magazine pin from the DAR Insignia Store. Contributions should be mailed directly to the Development Office, using the DEV-1003 Donations and Contributions Form with a check made payable to the Treasurer General, NSDAR.

To be eligible to purchase the Friends of American Spirit pin, a donor must first make a **NEW** single contribution of $100 to the Friends of American Spirit Fund using the Donations and Contributions Form DEV-1003. At the same time, the member must purchase five **NEW** gift subscriptions to the *American Spirit* magazine all at one time at a cost of $90 (5 one-year subscriptions at $18 each), using the Friends of American Spirit Gift Subscription form (MAG-2000). Both forms (DEV-1003 and MAG-2000), plus <u>two separate checks</u> ($100 and $90) made payable to the Treasurer General, NSDAR must be submitted through the Magazine Office in order to qualify to purchase the Friends of American Spirit pin.

DAR MUSEUM OUTREACH COMMITTEE

The DAR Museum Outreach Committee is responsible for informing the members about the DAR Museum, its exhibits, programs and needs. The activities of the Friends of the DAR Museum, the DAR Museum Docents and the NSDAR Museum Correspondent Docents are part of the DAR Museum Outreach Committee. The chair of this committee may be the Curator General or a member appointed to serve in the position. The Museum Outreach Committee provides support for a number of extension and outreach programs to our membership and to the public. Museum Docents play a vital role by providing tours of the Museum and the

Museum Period Rooms. Correspondent Docents bring the Museum to the members and further the museum's visibility nationwide.

All contributors to any DAR Museum Outreach Committee Funds should complete a DEV-1003 Donations and Contributions Form. The Museum needs the full name, address and chapter of the contributor. The contributor must indicate the intended fund and, if for Adopt-an-Object, the intended object. A completed form and check payable to the Treasurer General, NSDAR, should be included with each contribution.

Friends of the DAR Museum Fund

The Friends of the DAR Museum Fund pays for the acquisition and conservation of Museum objects. Some of the Museum's most important objects were purchased at the discretion of the Curator General and the Museum staff. The Friends of the DAR Museum support the DAR Museum through contributions from individuals and chapters. All contributions are gratefully appreciated. A contributor to the Friends of the DAR Museum Fund need not be a DAR member. For contributions over $200 a pin is available for purchase from the DAR Insignia Store. A minimum donation of $500 to the Friends of the DAR Museum Fund entitles a person to purchase a Museum Keepers pin from the DAR Insignia Store. A patron is a donor of $500–$4,999. A benefactor is a donor of $5,000 or more. All contributions should be accompanied by a completed DEV-1003 Donations and Contributions Form.

The **Adopt-an-Object Program** is part of the Friends of the DAR Museum. This program pays for the conservation of objects in the Museum's collection. A list of objects needing conservation is available in the DAR Museum Office. An individual, chapter, or state organization may "adopt" an object and pay for its conservation.

A contribution of at least $100 entitles the donor to purchase the Adopt-an-Object pin from the DAR Insignia Store.

A second contribution of the required amount to any of the above funds entitles the donor to purchase the Best Friends pin from the DAR Insignia Store. Non-members may purchase these pins after donating the required amount or more. All contributions should be accompanied by a completed DEV-1003 Donations and Contributions Form.

DAR Museum Docents

In 1971, the National Board of Management authorized the DAR Museum Docents Committee and in 2001 it became part of the DAR Museum Outreach Committee. Docents provide visitors with tours of the Museum period rooms. Docents are eligible to wear a DAR Museum Docent pin after completing the New Docent Training class and 60 hours of shadowing active docents. A bar may be added to the docent pin for every 300 hours of service. A bar for 1,500 hours may be awarded in lieu of five other bars. Training sessions for new volunteers are conducted each year. Docents must serve twice a month and attend at least four docent meetings a year.

DAR Museum Correspondent Docents

In 1989, the National Board of Management authorized the NSDAR Museum Correspondent Docents Committee and in 2001 it became part of the DAR Museum Outreach Committee. The Correspondent Docent program is a public outreach opportunity to further the Museum's visibility nationwide. Correspondent Docents present programs to DAR chapters, community organizations, seniors and school groups. The Correspondent Docent encourages, through her knowledge and awareness, visits to the DAR Museum. The DAR Museum programs are extremely interesting to those who want to learn about decorative arts and our nation's history but cannot visit the Museum.

Any DAR member, except members-at-large, may become a Correspondent Docent. To become a Correspondent Docent, a member completes the Correspondent Docent Application Form available in the Committees' Forms section of the DAR Members' Website. She presents this form, with a check in the current correct amount and payable to the Treasurer General, NSDAR, to her State Chair of DAR Museum Outreach. The State Chair will submit the application and check to the NSDAR Museum, and a copy of the application to the National Vice Chair for Correspondent Docents DAR Museum Outreach. Training materials and general information concerning programs, duties and reports will then be sent to the applicant. Upon completion of the training course, the applicant will then be a DAR Correspondent Docent-in-Training, and ready to schedule and present the programs designed and authorized by the DAR Museum Outreach Committee. She will record her presentations at the DAR Correspondent Docent closed site found in the DAR Museum part of the Public Website. A Correspondent Docent-in-Training must present 10 programs to become a Correspondent Docent. At that time, she is eligible to purchase the DAR Correspondent Docent pin, and subsequent charms. Both Correspondent Docents and Correspondent Docents-in-Training are awarded additional program credit for hours served at the Museum table, greeting visitors at the door of their state period room, or by attending the DAR Museum workshops during Continental Congress (up to two programs of credit per Congress.) No more than one of these program credits can be counted toward the 10 programs initially required to be a full Correspondent Docent.

DAR Museum Internship Opportunities

The DAR Museum offers rotating internship opportunities in multiple areas of the museum, including curation, registration and education. Each internship position is unique as they are dictated by the current projects of DAR Museum staff. Interns typically have a background in one or more of the following: museums, history, decorative arts, collections management or education. Internships last one semester (fall, spring, or summer) and school credit can be arranged. All internships are open to the general public. For more information, visit the Internships Page of the DAR Website.

DAR PROJECT PATRIOT COMMITTEE

The DAR Project Patriot Committee is the official DAR committee that supports America's active military service personnel. Following the events of September 11, 2001, Project Patriot was activated as a special committee to organize and coordinate DAR support for those currently serving our country.

On a national level, committee support is focused on the following groups: active-duty women; deployed/deploying service members and their families; Camp Atterbury, Edinburgh, Ind.; the Chaplain's Closet at the Landstuhl Regional Medical Center in Landstuhl, Germany; the Warrior and Family Support Center at San Antonio Military Medical Center in San Antonio, Texas; the Marine Corps Base at Camp Pendleton in San Diego, Cal.; and the Warrior Transition Brigade at Walter Reed National Military Medical Center in Bethesda, Md. Other initiatives recommended by the National Chair and approved by the Executive Committee will also be considered.

Each State Chair is encouraged to promote and support the nationally approved projects of the DAR Project Patriot Committee within her state. While individual state projects may be undertaken, these dilute the effectiveness of the National Society's DAR Project Patriot Committee efforts. If a state project is proposed, it must be approved by the State Regent and the state board of management with funding supplied by a state project fund managed by the State Treasurer. While supportive of state initiatives, NSDAR does not endorse separate state projects.

Individual members and chapters are encouraged to support the men and women serving in conflicts abroad in any appropriate way. Activities could range from adopting a platoon to sending care packages to deployed troops. Chapters receive credit for volunteer hours and donations reported on the Chapter Master Report.

Donations support the work of the committee. All chapter, state and division funds contributed to the DAR Project Patriot Committee should be submitted to the Treasurer General, NSDAR. Individual donations must be sent through the Office of Development on Form DEV-1003. Contributions of $100 or more qualify the donor to purchase the DAR Project Patriot Committee pin to wear on the official ribbon.

DAR SCHOLARSHIP COMMITTEE

The DAR Scholarship Committee was established in 1923 as the Student Loan and Scholarship Committee. In 1979, it was renamed the DAR Scholarship Committee. The purpose of the committee is to provide a means to help students attain higher education.

Over 26 scholarships sponsored by the DAR Scholarship Committee are listed below. The scholarships are funded by endowments from wills or outright gifts of individuals or families which specify certain

conditions. Scholarships are available for students in variety areas of study and include funding for graduating high school students, college undergraduates and graduate degrees. Scholarship awards range from $1,000 to $5,000 each. The President General appoints a National Vice Chair to coordinate and judge each of the DAR Scholarship Committee's scholarships. A complete description for each of the scholarships offered by DAR is outlined in Chapter XVI Scholarships.

DAR Scholarship Committee Scholarships

The following scholarships are awarded and administered through the DAR Scholarship Committee: America 250! Scholarship, Richard and Elizabeth Dean Scholarship, Lillian and Arthur Dunn Scholarship, Madeline Pickett (Halbert) Cogswell Nursing Scholarship, Dr. Aura-Lee and James Hobbs Pittenger American History Scholarship, Michael T. and Mary L. Cloyd Scholarship, DAR Centennial Scholarship, Lucinda Beneventi Findley History Scholarship, Enid Hall Griswold Memorial Scholarship, Dr. Francis Anthony Beneventi Medical Scholarship, Irene and Daisy MacGregor Memorial Scholarship, Leslie Andrée Hanna Medical Scholarship, Alice W. Rooke Medical Scholarship, Caroline E. Holt Nursing Scholarship, Mildred Nutting Nursing Scholarship, Occupational/ Physical Therapy Scholarship, Edward G. and Helen A. Borgens Elementary Teacher Scholarship, Edward G. and Helen A. Borgens Secondary Teacher Scholarship, Arthur Lockwood Beneventi Law Scholarship, Community of the University of the District of Columbia Scholarship, Mary Elizabeth Lockwood Beneventi MBA Scholarship, Margaret Howard Hamilton Scholarship, Robert Hunter Swadley Horticulture Scholarship, Nellie Love Butcher Music Scholarship, William Robert Findley Graduate Chemistry Scholarship, Leo W. and Alberta V. Thomas Utz Scholarship – English, Leo W. and Alberta V. Thomas Utz Scholarship – Math, and Leo W. and Alberta V. Thomas Utz Scholarship – Science.

Applicants for the DAR Scholarship Committee scholarships should use the DAR online application portal available on the Scholarships page on the DAR Public or Members' Websites. Mailed or emailed applications are no longer accepted except for the Margaret Howard Hamilton Scholarship.

DAR's scholarships are awarded and judged without regard to gender, race, color, religion, national origin, or disability. Unless otherwise noted, no affiliation or relationship to DAR is required for qualification. Applicants must be citizens of the United States (U.S.) and must attend or plan to attend an accredited college or university in the U.S. All multi-year scholarships, typically renewable up to four years, must be for consecutive years of attendance. Scholarship awards are based on academic excellence, commitment to the field of study, and/or financial need, or other restrictions on specific scholarships. Awards are placed on deposit with the college or university and any unused portion

shall be returned to the DAR. Students are eligible for one scholarship only from DAR.

Friends of the DAR Scholarships

Help the DAR Scholarship Committee continue to expand its scholarship program by making a donation to the Friends of DAR Scholarships. Contributions of $200 or more qualify the donor to purchase the Friends of DAR Scholarships pin available from the DAR Insignia Store. Donations to Friends of the DAR Scholarships should be sent directly to the Office of Development. All individual donations should be accompanied with the Donations and Contributions for Special Committees and Funds Form (DEV-1003).

DAR SCHOOL COMMITTEE

Promotion of education for young people is one of the three primary objectives of the NSDAR. In 1903, the Patriotic Education Committee was authorized. In 1932, the work of this committee was divided among the National Defense, Americanism and Approved Schools committees. Since there were 35 approved schools at that time, Continental Congress in 1934 limited the number to 17 schools and in 1940 resolved that as vacancies occurred, no new schools would be added. In 1960, the committee was renamed DAR School Committee. This committee is responsible for DAR projects at one school founded by a DAR state society. Kate Duncan Smith DAR School (KDS), established in 1924 by the Alabama Daughters, receives special recognition on the national level. Accordingly, NSDAR has a policy that this school must provide budgets and plans for using funds, as well as copies of audited financial statements and tax returns. The school is also required to submit a financial report showing how NSDAR funds were used.

Kate Duncan Smith DAR School, Inc.

6077 Main Street, Grant, AL 35747-8331
Phone: (256) 728-4236
Website: http://www.kdsdar.com
E-mail: KDSDAR@nehp.net

This day school teaches more than 1,300 students in grades K-12. In addition to the required subjects, the curriculum includes arts and crafts, family and consumer sciences, band and choral music, foreign languages, industrial arts and commercial subjects. An “Agribusiness” instructor teaches boys and girls horticulture and related topics. A program in land judging (agriculture) for future farmers is offered as part of the Future Farmers of America program in Alabama. Athletics, basketball, baseball, tennis, volleyball and football continue to be an important part of the extracurricular activities for boys and girls.

Much of the daily maintenance and repairs at KDS DAR school are done before and after school hours and on weekends with the assistance of student labor. Working scholarships provide payment for this work. The school also receives financial assistance from the county and/or state for basic teachers' salaries and pupil transportation. KDS is accredited by the Southern Association of Colleges and Secondary Schools and the State Department of Education in its respective state.

DAR APPROVED SCHOOLS

These schools have been endorsed by the state DAR where located; have been investigated by the chair of the DAR School Committee; and have been approved by Continental Congress. To qualify for DAR support, the institutions must serve children who otherwise might not have the opportunity to receive an education. The DAR Approved Schools are:

Berry College, Inc.
PO Box 490039, 2277 Martha Berry Hwy NW
Mount Berry, GA 30149-0039
Express: Rome, GA
Phone: (706) 232-5374
Website: http://www.berry.edu
E-mail: awhitaker@berry.edu

Berry College, Inc. is a fully accredited coeducational comprehensive college accommodating some 2,100 students.

Crossnore ~~School & Children's Home, Inc.~~ Communities for Children
PO Box 249, Crossnore, NC 28616-0249
Freight: 100 DAR Drive, Crossnore, NC 28616
Phone: (828) 733-4305
Website: ~~http://www.crossnoreschool.org~~ http://www.crossnore.org
E-mail: ~~info@crossnoreschool.org~~ info@crossnore.org

Crossnore Communities for Children is a non-profit 501(c)(3) child welfare organization supporting children and families in crisis from North Carolina.

~~Crossnore School & Children's Home, Inc. offers a stable, healing environment in a residential group setting for children from families in crisis.~~

Hillside School, Inc.
404 Robin Hill Street, Marlborough, MA 01752-1099
Phone: (508) 485-2824
Website: http://www.hillsideschool.net
E-mail: ekent@hillsideschool.net

Hillside School, Inc. is an independent boarding and day school for about 165 boys grades 4-9 from varied backgrounds.

Hindman Settlement School, Inc.

PO Box 844, 51 Center Street, Hindman, KY 41822-0844
Phone: (606) 785-5475
Website: http://www.hindmansettlement.org
E-mail: info@hindmansettlement.org

Hindman Settlement School, Inc. provides educational and service opportunities for the people of the Eastern Kentucky mountain area, while keeping them mindful of their Appalachian heritage. It provides educational services for children with dyslexic characteristics and their parents.

Friends of DAR Schools Fund

The Friends of DAR Schools Fund was established to provide educational support, student needs, school building and equipment, and other educational requirements approved by the Executive Committee from requests sent to them from the National Chair of the DAR School Committee.

Contributions may be directed to any or all of the established programs of the Friends of DAR Schools Fund: General School Fund; Educational Support; Student Support; and Buildings, Property and Equipment. Donations not specified for a program area will default to the General School Fund.

Chapter and state society contributions to the Friends of DAR Schools Fund shall be sent through the State Treasurer to the Office of the Treasurer General via the monthly remittance transmittal.

Individual donations to the Friends of DAR Schools Fund shall be made on the DEV-1003, Donations and Contributions Form and sent to the Development Office. Heritage Club credit will be given for these donations. Chapters may claim Chapter Achievement Award credit for individual contributions that meet the $200 minimum.

A pin that may be worn on the official ribbon may be purchased from the DAR Insignia Store for a contribution of $200 sent to the Development Office on DEV-1003.

Contributions directed to the specific program areas should be noted on the monthly transmittal to the Treasurer General or on the DEV-1003.

Free Freight: Free freight for boxes of used clothing is sometimes available through various transportation companies. The chapter using this method of shipment should contact their trucking company at their local terminal. Do not send books by free freight. Clothing is much more valuable to the schools than used books.

Scholarships for Students of DAR Schools

The DAR School Committee presents the following scholarships: Idamae Cox Otis, Mildred Louise Brackney, Longman-Harris and Frankie Ellen Wood Giroux. For further information, see Chapter XVI.

DAR SERVICE FOR VETERANS COMMITTEE

The DAR has been interested in and supportive of veterans since its inception. The DAR Hospital Corps was established in 1898 under the leadership of Dr. Anita Newcomb McGee, who went on to help establish the Army Nurse Corps. In 1968, the Society authorized the DAR Service for Veteran Patients Committee as a special committee and it became a national committee in 1972. In 2000, the committee name was changed to DAR Service for Veterans, recognizing that many veterans who need assistance are not patients. This change reflects a move toward outpatient services and the downsizing of many facilities of the Department of Veterans Affairs.

The committee works to find new and better ways to serve our veterans while always maintaining traditional service in VA hospitals. Members serve in VA hospitals and clinics, state-sponsored facilities and in their communities. Veterans are honored at community events and DAR members work with community leaders and other organizations to find ways to serve.

As more seriously wounded young veterans return to their communities, DAR volunteers are finding new ways to serve them. Many of these young men and women have injuries that they would not have survived in previous wars and they are more likely to be returned to their communities rather than remain in a VA facility. Chapters are encouraged to seek ways to recognize and serve all veterans in their area.

In December 2010, the DAR established the DAR Maternity Support for Female Veterans and Active Duty Females program. This program operates under the direction of the National Vice Chair, Women Veterans and Extended Services, with the intent to give tangible evidence of DAR members' recognition and appreciation for the military service of women, recognizing that many do not receive full maternity care directly from the VA. Guidelines and details about this program may be found on the DAR Service for Veterans Committee webpage on the DAR Members' Website.

The Veterans History Project at the Library of Congress is important, and members are encouraged to assist in this valuable effort. This project is also an excellent opportunity to involve youth in the volunteer effort.

Committee Organization

A single National Chair who is responsible for all services of the committee leads the DAR Service for Veterans Committee. She is assisted by eight National Division Vice Chairs, State Chairs, Chapter

Chairs and four National Vice Chairs – one each for VAVS National Representative, Wreaths Across America, Honor Flight and Women Veterans and Extended Services. She shares the NVC for Congress Luncheon with the DAR Project Patriot and National Defense committees.

The Veterans Affairs Voluntary Services (VAVS) effort includes a national representative, who coordinates all VAVS with the assistance of eight national deputy representatives, who coordinate activities in 22 regions called "VISN" (Veterans Integrated Service Network). State representatives and deputies coordinate activities at the local level.

Veterans Affairs Voluntary Services

The President General appoints Veterans Affairs Voluntary Services representatives and deputies for three-year terms. State representatives and deputies are recommended by their State Regent. Those appointed to these positions serve through August 31 of the year that the President General leaves office.

The national representative is a member of the VAVS National Advisory Board and attends the meetings of that board, held twice annually. State representatives are required to attend all quarterly meetings of the VAVS committee of the facility at which they serve and are responsible for reporting. This requirement should be considered by the State Regents when recommending appointments and by members who accept those appointments. Many VA facilities serve veterans from more than one state and may be located closer to population centers in an adjoining state than in the state where they are located. The national representative and the National Chair will work with those states to help provide representation.

Representatives and deputies work as liaisons between facilities and chapters. They are responsible for recruiting volunteers and ensuring that the chapters know what is needed by the facilities. Please note that representatives and deputies may now be appointed to serve in clinics as well as inpatient facilities. They are still required to attend the VAVS Committee meetings at the parent facility.

National Vice Chair, Wreaths Across America

This National Vice Chair promotes the mission of the Wreaths Across America program, which honors the memory of the men and women who sacrificed for our country. Chapters and members are encouraged to register with Wreaths Across America, solicit wreath donations, participate in ceremonies and lay wreaths.

National Vice Chair, Honor Flight

This National Vice Chair promotes the Honor Flight program, which is dedicated to providing veterans honor and closure by transporting them to Washington, D.C. to visit and reflect at their memorial. Members are

encouraged to participate in ceremonies to both send off and welcome back the veterans, as well as to volunteer as flight escorts.

National Vice Chair, Women Veterans and Extended Services

This National Vice Chair is responsible for identifying and sharing opportunities to serve veterans in extended areas. This may include state veteran facilities, programs for the homeless and assisting individual veterans in the community. She also assists State and Chapter Chairs in developing programs suitable to their community needs and encourages service to women veterans.

National Vice Chair, Patriotism Luncheon

This National Vice Chair is responsible for arranging the committee's luncheon at Continental Congress if a luncheon for this committee is scheduled. Duties include choosing menus, preparing decorations and receiving reservations. This is a shared position with the DAR Project Patriot and National Defense committees for the Patriotism Luncheon.

Recognition Pins

DAR Serving the Nation: available to all DAR members who are serving or who have served in the armed forces. Proof of military service is required when ordering this pin.

Friends of Veterans: available from the DAR Insignia Store to DAR members who have donated a minimum of $100 to the Friends of Veterans Fund. Donations to the Friends of Veterans Fund may now be sent directly to the Development Office. All individual donations should be accompanied by the DEV-1003 Donation and Contributions Form. Your chapter and state will receive credit for the donation.

Best Friend Pin and Bars: A second donation of an equal amount entitles a member to purchase the Best Friend pin and hanging bar from the DAR Insignia Store to wear on the official ribbon. The bar is engraved with the name of the fund and the year the donation was made. Each additional donation of an equal amount of the required donation to a contribution fund entitles a member to purchase an additional engraved bar.

DAR Service for Veterans: pin is limited to those persons officially appointed as a representative or deputy to the Veterans Affairs Voluntary Service and who attend three quarterly VAVS meetings within a year.

Outstanding DAR Member, VAVS Service for Veterans: available to National Winners of the Outstanding DAR Service for Veterans Award.

DAR Service for Veterans Committee Contests and Awards

For further information on the Outstanding Veteran Volunteer, Outstanding Youth Volunteer and Outstanding DAR Service for Veterans

awards see Chapter XV. Information can also be found on the DAR Members' Website.

GENEALOGICAL RECORDS COMMITTEE

The Genealogical Research Committee was established in 1913 and its name was changed to the Genealogical Records Committee (GRC) in 1932. In 1986, the committee was placed under the direction of the Librarian General because its work directly benefits the DAR Library. The purpose of the Genealogical Records Committee is to collect and to index unpublished primary records and prepare them in proper form for placement in the DAR Library. The wide variety of genealogical records which are acceptable for copying includes Revolutionary War military records; county and town deeds and other land records; marriages and vital records; probate records of wills and estates; court orders or minute books; town council minutes; tax lists; parish registers of marriages, births and deaths; church records, including vestry minutes or session books; Bible records; school censuses; tombstone inscriptions and cemetery records; historical funeral home records; Transcriptions of federal or state census records are no longer needed since most have been digitized and are available online. Abstracted accounts of births, deaths and marriages from historical newspapers are acceptable. Compilations of photocopies or transcriptions of recent obituary notices (less than 75 years old) are not acceptable because they likely violate the copyright of the newspaper in which they appear. Copies of records that contain information on persons who are likely still living are acceptable, but emphasis should be placed on historical document transcription or abstracting. For further information, see Chapter V.

A Genealogical Records pin and bar are available from the DAR Insignia Store for members who provide 100 hours of time or 100 pages of documents for the Genealogical Records Committee. The National Chair verifies service.

Genealogical Records Committee Awards

Genealogical Records Committee Awards are presented at Congress. For further information, see Chapter XV.

Preparation of Documents for the DAR Library

The instructions for this project, *Instructions for Copying Source Records and Their Preparation for Library Use* (LG-GRC-2000) are available for free online on the DAR Members' Website under the committee section. These instructions are no longer published, but a

printed copy may be requested from the GRC Office at the DAR Library. These instructions detail the procedures for copying source records and should be studied before project work begins.

Members at the chapter level copy or abstract accepted records in the chapter's geographic area. The Chapter Chair then sends these records to the State Chair, who in turn compiles the collected materials into an **unbound** or digital volume(s). Once the volume is complied, the State Chair arranges for the volume to be indexed using the online indexing program The completed indexed volume is then sent to the GRC Office at the DAR Library.

Every Chapter and State Chair should maintain a list of the records sent to the national office. It is also essential for each State Chair to pass on to her successor information on the GRC's work in her state to ensure continuity as administrations change.

Indexing the GRC Collection

In order to make the GRC collection more accessible the entire collection has been indexed and made available through and Every-Name Index search online on the DAR Genealogical Research System available through both the Members' and the Public websites. As new GRC Reports are created, they are indexed as part of the initial processing of the volume to ensure that the database stays current. The indexing project is done online through an easy-to-use data entry software package, available through eMembership. Details of this project are posted on the DAR Members' Website in the committee listings as are the instructions *DAR Library: Genealogical Records Collection Indexing Program* (LG-GRC-2001.PDF). The staff of the GRC Office coordinates all indexing and should be contacted with any questions.

HISTORIC PRESERVATION COMMITTEE

The Historic Preservation Committee encourages chapters and state societies to actively participate in historic preservation to preserve the past, recognize individuals or groups who voluntarily participate in historic preservation to enhance the present and assist the National Society in cataloging all DAR-owned properties to invest in the future.

The Historic Preservation Committee was established as a national committee on March 1, 2008. It functions at the chapter, state, division and national levels. The primary objectives of the committee are to assist members of the National Society in the area of historic preservation; to encourage recognition of significant volunteer efforts in historic

preservation at the community, state and national levels; and to catalog historic sites and properties that are owned, maintained or operated by DAR chapters and state societies. To help further the aims of the committee the following awards and projects are available:

- The DAR Historic Preservation Grants
- The Historic Preservation Medal
- The Historic Preservation Recognition Award
- The Historic Preservation Project Contest
- The NSDAR Historic Sites and Property Report Form
- Excellence in Historic Preservation Certificate

State Regents are requested to appoint a State Chair for Historic Preservation. It is recommended that workshops be held in each state, conducted by the State Historian and the Historic Preservation Committee State Chair, to educate members about the goals of this committee; familiarize them with the medal, recognition award and contest instruction sheets and applications; encourage them to use the NSDAR Historic Sites and Properties Report Form; and help them find additional information in the NIP and on the DAR Members' Website at http://members.dar.org/committees/histpres/index.htm.

DAR Historic Preservation Grants

Through the DAR Historic Preservation Grants program, the National Society provides financial support for local community projects that exemplify the Society's historic preservation in local communities. The grants represent excellent public relations potential to share the valuable mission of DAR. Examples of projects considered for grant funding include restoration of historic buildings; digitization or preservation of documents and records; preservation of historical items; erection of new or rededication or relocation of existing historical sites' markers; and cemetery headstone or monument conservation.

Chapters or state societies sponsor a grant proposal and thereby:

- Create local awareness of NSDAR, its mission areas and its support of community projects;
- Generate visibility for the local chapter and a reputation for involvement in its community;
- Participate in a worthy local program through sponsorship, thus creating a source of pride and achievement for the chapter;
- Attract local women who are interested in the mission areas of NSDAR to membership and active participation in the chapter;
- Earn Chapter Achievement Award credit:

Detailed program and application requirements, information and guidance are available on the DAR Public Website at www.dar.org/grants and on the DAR Members' Website at http://members.dar.org/committees/historicpreservation/index.htm. Only grant applications strictly conforming to the application requirements will be judged.

Grants for public charity organizations 501(c)(3) are restricted to a maximum of $10,000 and applications under $2,000 are encouraged. Separate grants for NSDAR State Organizations or Chapters are restricted to a maximum of $40,000 for state or chapter-owned historically significant properties. All grant applications must strictly conform to the complete application process outlined above. In the case of DAR-owned historic properties, when requesting a grant of more than $10,000, a letter must accompany the application addressing the necessity of the preservation project. This substitutes for a sponsor letter.

Only one grant will be awarded to an entity within any DAR national administration.

Historic Preservation Medal

The purpose of the prestigious Historic Preservation Medal is to recognize and honor a person who has done extraordinary volunteer work over a long period of time in establishing a historic district, preserving a local landmark, restoring or preserving objects of historic cultural significance, or establishing or participating in oral history projects, youth leadership and education as it pertains to historic preservation at **the regional, state and/or national level**. This non-competitive award is administered by the National Chair with no time line for Applications.

Historic Preservation Recognition Award

The Historic Preservation Recognition Award was added to the committee work in 2010 to recognize and honor an individual or group that has done remarkable volunteer work at the **community level** in the area of historic preservation. The award may be presented to DAR members and non-members and is designed to recognize worthy local individuals and groups for outstanding achievements in all areas of historic preservation, including buildings, landmarks, monuments, cemeteries, historic districts, statues, museum collections, manuscripts, documents and archival materials; writing or compiling and publishing books on historic preservation projects, historical properties, genealogical and court house records and photography collections; compiling oral histories; and serving as historical guides, interpreters or docents. The recipient(s) are expected to have contributed to their community in an outstanding volunteer manner. This award may be presented by state

societies or chapters and is administered by a National Vice Chair. This is a non-competitive recognition award with no time line for Applications.

Historic Preservation Project Contest

The purpose of this contest is to recognize and honor an NSDAR chapter or state society that has completed an outstanding project in historic preservation. Projects could involve preserving a historic site, landmark, historic district, or property, any of which may be publicly, privately or DAR-owned. The project must be sponsored by a DAR chapter or state society and have been completed in the last two years. The contest is administered by a National Vice Chair. Judging takes place first at the division level. Winners are forwarded to the National Vice Chair. Division level winners receive certificates. National first-, second- and third-place chapter and state society winners are recognized at Continental Congress each year.

An Excellence in Historic Preservation Certificate and its companion medal was established in 2019 and may be presented to DAR members and non-DAR members by chapters and state societies. The certificate recognition is designed to thank those who cherish history and accept the responsibility to preserve it. This non-competitive recognition has no application deadline and does not require any formal application approvals.

Directions and Application forms for the Historic Preservation Medal, Historic Preservation Recognition Award, Historic Preservation Project Contest and the Excellence in Historic Preservation Certificate can be found in the National Information Packet (NIP) and on the DAR Members' Website at http://members.dar.org/committees/histpres/index.htm and in Chapter XV.

Historic Sites and Property Preservation

The Historic Sites and Property Preservation project catalogs all NSDAR sites and properties and determines the condition and tourism ability of each. These properties may include buildings, rooms, monuments, cemeteries, forests, landmarks, trails and so forth, that DAR owns, operates and/or maintains. Chapters and state societies are asked to survey qualifying sites and properties in their area and report to the National Society any properties not yet included.

The NSDAR Historic Sites and Property Report Form will be used to document pertinent information specific to each historic site and property owned, maintained and/or operated by DAR states and chapters. Information about category, location, historical significance, historical designations, funding, availability of promotional material and whether the site is open to the public is requested for each property. Chapters are to submit the form to the National Vice Chair for Historic Sites and

Property Preservation. The NSDAR Historic Sites and Property Report Form, with instructions for submission, may be found on the committee webpage on the DAR Members' Website.

NSDAR Historic Sites and Properties Database is administered by the National Vice Chair, who evaluates the information submitted. An on-line interactive map lists each of these historic sites and properties. and includes an information page for each one. The map is updated periodically and is available on both the DAR Public Website and the DAR Members' Website.

Existing promotional information, such as brochures, should be forwarded to this committee for archival, resource and promotional purposes.

Historic Preservation Resources and Program Materials

Please refer to the DAR Members' Website for a list of resources and program materials that will assist with chapter activity in historic preservation.

A PowerPoint presentation is available on the DAR Members' Website for chapter and state society use which may be modified by the user to fit their needs.

INSIGNIA COMMITTEE

The Insignia Committee was first appointed December 11, 1890. The official Insignia was adopted May 26, 1891 and patented September 22, 1891. This committee is concerned with the proper use of the DAR Insignia, including the appropriate manner and circumstances for wearing DAR Insignia pins and the official ribbon and sashes. The Executive Committee approves all new pins, their placement on the official ribbon, and the retirement of pins.

Effective June 26, 2020, the National Society began selling DAR Insignia pins, ribbons, and sashes directly to members. The launch of the DAR Insignia Store that day implements the vote of the 128th Continental Congress to bring Insignia operations in house. Prior to that time, NSDAR contracted with third-party firms to sell insignia to members. From the National Society's inception through 2010, J.E. Caldwell was the official jeweler for the National Society. From 2011 through February 2020, the official jeweler was Hamilton Insignia.

The committee includes the Pin Review Vice Chairs, who review all proposals for new pins. Upon approval, the National Chair sends a recommendation to the Office of the Organizing Secretary General for presentation to the Executive Committee.

The Internet Monitoring Group monitors online auction sites on a daily basis and works with states and chapters to recover DAR items. For further information, please see Chapter XII.

The committee also includes a team of Insignia Volunteers. These volunteers assist staff from the DAR Insignia Store with sales at Continental Congress and state meetings.

JUNIOR AMERICAN CITIZENS COMMITTEE

The Junior American Citizens (JAC) Committee is the National Society's second-oldest youth-oriented committee, preceded only by the Children of the American Revolution. The origins of JAC can be traced to October 1901, when the Cincinnati Chapter (Ohio) organized a club "to teach … children some knowledge of the underlying principles of our government, of American sentiment and of all that will go toward making them good citizens." JAC became an authorized DAR committee in 1906.

Today, through JAC clubs and contests, the Society offers direct service to every school-age child in the United States, promoting good citizenship and appreciation of American heritage and history. ~~With an emphasis on ancestry, academics and allegiance, JAC could be referred to as the "Triple A" committee.~~

Note: A student does not have to be a member of a club to participate in JAC contests.

Every year, information from the National Chair is included in the National Information Packet sent to all Chapter Regents. In addition, all information and forms are available for review and download at the DAR Members' Website in the education section under "Youth Programs". General information and contact numbers are available to the interested public on the DAR Public Website. JAC functions at the chapter, state, division and national levels. State Chairs compile chapter information from the Chapter Master Report and report to the ~~National Chair using the form provided them by the National Chair. Awards are presented annually at Continental Congress to chapters and states with outstanding participation in JAC.~~ National Division Vice Chairs, who send a Division Report to the National Chair. The National Chair is responsible for reporting to Congress. Awards are presented annually at Continental Congress to chapters and states with outstanding participation in JAC.

The Thatcher Award

The JAC Committee presents the Thatcher Award to recognize outstanding JAC Leaders. For further information, see Chapter XV.

JAC Clubs

Chapters are encouraged to assist schools and youth groups in forming JAC clubs. Free supplies including fact sheets, the JAC handbook, ~~handbooks~~, bookmarks and all-purpose award certificates are available online at http://members.dar.org/committees/jac. JAC pins may

be ordered from the DAR Store in the Office of the Corresponding Secretary General. See current price list when ordering.

JAC Contest

For further information, see Chapter XV.

JAC Activities Publicity

Positive publicity is important to all children and recognition encourages participation. Positive media coverage also benefits chapters by highlighting their community involvement. JAC Chapter Chairs should send a copy of all publicity directly to the National Vice Chair, Publicity. The JAC State Chair may also wish to receive chapter JAC publicity for the state press book or scrapbook. School, church and community newspapers are excellent sources for publicity. The National Vice Chair, Publicity will measure all press received and present awards at Continental Congress. A national scrapbook is compiled and presented to the President General during Continental Congress.

The JAC Prize Fund

~~Daughters and chapters are encouraged to consider gifts to the JAC prize fund.~~

Daughters and chapters are encouraged to consider gifts to Junior American Citizens. Gifts should be made through the Office of Development. The Office of Development establishes contribution amounts that entitle the giver to purchase a "Friends of Junior American Citizens" pin to wear on the official DAR ribbon. Additional contributions (amounts established by Development) will entitle the giver to purchase a "Best Friends" bar. These pins may be purchased through the DAR Insignia Store in the Office of the Corresponding Secretary General. Donations go toward the JAC prize fund which is used for awards for National winners. [Chapter XV-Awards, Medals and Contests]

JUNIOR MEMBERSHIP COMMITTEE

A Junior member is a DAR member age 18 through 35 years of age (until her 36th birthday). She holds full membership in the National Society, state society and chapter and, when qualified, may serve as an officer and chair at any level. She is automatically a member of the National Junior Membership Committee, may purchase a Junior pin from the DAR Insignia Store to wear on the official DAR ribbon, and may serve as a Page at national and state events.

The Junior Membership Committee was established in 1937. Its goals are to gain new Junior members and build a well-informed Junior

membership; to encourage active participation by these young women in all phases of DAR service; and to support the Junior Membership Committee's official fundraising project, the Helen Pouch Memorial Fund. Every chapter and state society appoints a Junior Membership Chair. The National Chair guides the work of the committee by working closely with the President General and National Vice Chairs, developing a three-year theme, publishing the Summer and Spring Junior Packets, overseeing financial transactions, answering correspondence, speaking when invited by states and chapters, and reporting to the National Chairs's Forum and Continental Congress.

Helen Pouch Memorial Fund

Authorized in 1938, this fund was named in memory of Helen Pouch, 1901-1919. Helen was the daughter of Helena R. Pouch, who became the first National Chair of the Junior Membership Committee in 1937 and later served as President General from 1941-1944. The fund finances projects chosen by the Junior Membership Committee with prior approval of the Executive Committee. In the past the Juniors have provided scholarships, medical aid and general assistance to the DAR Schools. ~~The annual Junior commitment totals more than $42,000.~~ The first $120,000 of funds raised by the Junior Membership Committee in support of the Helen Pouch Memorial Fund is disbursed via a grant process through the Junior Membership Committee and approved by the Executive Committee to: Kate Duncan Smith DAR School, Inc., ~~Tamassee DAR School, Inc.~~, Berry College, Inc., The Crossnore School, Hillside School, Inc., Hindman Settlement School, Inc., Bacone College and Chemawa Indian School; the first $40,000 shall be divided equally between Kate Duncan Smith DAR School, Inc. and ~~Tamassee DAR School, Inc~~. In those years when funding potential exceeds $120,000, the Junior Membership Committee chair may recommend providing additional funds to support: 1) other projects at these schools; and/or 2) an NSDAR or other project national in scope that supports the mission objectives of the National Society. Such additional projects will be approved by the Executive Committee following review of a recommendation received from the Junior Membership Committee chair, based upon suggestions made by state chairs of Junior Membership, with input from Junior members within their respective states. The deadline for submission of the Junior Membership Committee recommendation to the Executive Committee is June1. Meeting this commitment is a combined effort by Juniors through their fundraising projects and by individuals who make donations to the Helen Pouch Memorial Fund.

All Junior sales products must be approved by the President General and/or the Executive Committee. Junior products usually include patriotic

jewelry, DAR stationery and note paper, and DAR-related items and clothing. State Chairs order Junior merchandise through the DAR Store and then sell it within their states. To encourage sales, Juniors run well-stocked sales tables and Junior Shoppes at state conferences and local meetings.

Outstanding Junior Member Contest

Instituted in 1963, this contest recognizes the achievements of the DAR Junior members. A Junior who makes a vital contribution to DAR and participates in community, historic, educational and patriotic activities is first chosen and endorsed by her chapter. She cannot be 36 years of age before the contest entry deadline of October 31. The Chapter Outstanding Junior completes the current contest Application form and submits it for judging at the state level. Current Applications, rules and instructions can be found on the DAR Members' Website. The National Vice Chair, Contest, supervises the State Chairs as they conduct the state contests, and she conducts the contest on the national level. State Outstanding Junior Members compete nationally as three judges select eight national finalists. The **National Outstanding Junior Member** and runner-up are chosen from the national finalists and are presented on a designated evening at Continental Congress. To honor their Outstanding Junior Member, a chapter orders the Chapter Outstanding Junior Member certificate available from the DAR Store in the Office of the Corresponding Secretary General. The chapter or the chapter winner may purchase the Chapter Outstanding Junior Member pin from the DAR Store. The state society provides the State Outstanding Junior Member pin. A national finalist or her state society may purchase the National Finalist pin. The National Society supplies the pins and gifts for the national winner and runner-up.

Friends of the Junior Membership Committee Endowment Fund

This fund was authorized by the National Board of Management in October 1989 and endowed in October of 1995. The interest income is reserved for Junior Membership projects with prior approval from the Executive Committee. The National Chair and National Vice Chair, Friends of Junior Membership, work together closely to determine these projects. The National Vice Chair, Friends of Junior Membership, sends acknowledgments to those who contribute $100 or more to the fund. In recognition of a $100 or more contribution, the donor may purchase a pin from the DAR Insignia Store to wear on the official DAR ribbon. An additional contribution of $100 or more will entitle the donor to purchase the Best Friends pin. Official contribution forms are available from the National Chair, National Vice Chair, Friends of Junior Membership, the Member's Website and the Office of Development.

~~Junior Membership activities at Continental Congress are directed by the National Vice Chair, Events and include the Junior Luncheon, honoring Junior Members and open to all DAR members; the Junior Forum, an opportuni5ty for Junior members to share their ideas and questions; and the National Junior Doll drawing. State societies volunteer for the honor of sponsoring the National Junior Doll two to three years in advance and appoint a member to serve as the continuing chair. Juniors sell voices for one year, and the proceeds directly benefit the Helen Pouch Memorial Fund. Juniors also sponsor the Junior Shoppe at Continental Congress, supervised by the National Vice Chair, Shoppe.~~

Congress Events

Junior Membership activities at Continental Congress include the Junior Luncheon and Junior Forum, directed by the National Vice Chair, Events; the Junior Shoppe, supervised by the National Vice Chair, Shoppe and assisted by the National Vice Chair, Sales; recognition of the Outstanding Junior Members, directed by the National Vice Chair, Contest; and the National Junior Doll Drawing, supervised by the National Vice Chair, Communications. State societies volunteer for the honor of sponsoring the National Junior Doll one administration in advance and appoint a member to serve as the continuing chair. Juniors sell voices for one year, and the proceeds directly benefit the Helen Pouch Memorial Fund.

Juniors are the future of the NSDAR!

LINEAGE RESEARCH COMMITTEE

The Continental Congress authorized the Lineage Research Committee in 1961 to assist prospective members. The Chapter Chair assists in documenting a prospective member's Application. If the Chapter Chair is unable to locate appropriate sources, she may request help from the State Chair. The committee does not work on Supplemental Applications.

The Lineage Research Committee State Chair assists with formulating a research plan and/or obtaining documentation for a prospective member when a chapter lineage research chair, Membership Chair, Registrar or an organizing regent of a forming chapter requests assistance. The State Chair also monitors pending members in e-Membership and, after a reasonable period of time, offers assistance to any chapter with an "Additional Information Requested (AIR)" status on a pending member's Application. She may perform the research herself, ask lineage researchers in her state to research, or post a research request on the Lineage Research Lookup Board (LRLB). The State Chair also reviews the research postings on the LRLB for her state to see that all

requests receive responses in a timely manner. She then follows the progress of each request.

The Lineage Research Lookup Board is an online research tool available to all members looking for assistance in locating documentation for a prospective member's Application or to answer Additional Information Request (AIR) letters. It is located on the Lineage Research Committee Page on the DAR Members' Website. Any DAR member may click on the link to a particular geographic or specialty research area or post a research question. Members in that geographic area or with access to relevant research resources or repositories may then offer to assist with research by either posting comments to help direct the research or by volunteering to perform the research.

The Virtual Support Team within the National DAR Lineage Research Committee assists prospective members with the completion of their Membership Application. The National Vice Chair, Lineage Research Advocacy serves as team coordinator.

A Lineage Research Volunteer Pin may be purchased by any DAR member who qualifies with a total of 100 hours of any combination of: researching requests from the LRLB; assisting with the documentation of Applications; assisting with "AIR" letters; and researching for the Cold Closed Cases Project. Additional service bars and stars may be earned with additional one hundred hour units of volunteer time.

The National Lineage Research Committee web Page on the DAR Members' Website provides e-mail contacts for the National Chair, National Vice Chairs and the National Division Vice Chairs; links to resources and forms for DAR research, research resources and contact information for specialty research teams, task forces and information on the Cold Closed Cases Project.

The Cold Closed Cases (CCC) Project was begun in 2012 to clear specific GRS codes for ancestors categorized as FAMPCS (future applicants must prove correct service), FAMPCL (future applicants must prove correct lineage) or Treat as New Ancestor. A DAR member may choose an ancestor to research from a list provided to her by the National Vice Chair of this project. After thorough research, the researcher will submit back to her a packet of documents, a research log and an analysis for review. A Lineage Research Committee Cold Closed Cases Pin may be purchased by any DAR member who qualifies with the successful resolution of five case assignments. Additional service stars and bars may be earned with additional sets of five completed assignments.

The Lineage Research Committee works closely with the Membership and Volunteer Genealogists Committee and is a member of the Chapter Development and Revitalization Commission. The goal of this Commission is to attract, retain and educate members.

State Chairs: Send your state report to the National Division Vice Chair by the deadline date. National Division Vice Chairs: Send your division report to the National Chair by the deadline date.

LITERACY PROMOTION COMMITTEE

The Literacy Challenge Committee was established in 1989 to meet the needs of the increasing number of illiterate individuals. In July 2007 the committee's name was changed to the Literacy Promotion Committee to better reflect the work of the committee. The object of the committee is to encourage DAR members to promote literacy in adults and children in recognition that literacy is key to helping individuals reach their full potential as American citizens.

Literacy can be defined as an individual's ability to read, write and speak English and to compute and solve problems at levels of proficiency necessary to function on the job and in society. If one cannot read, one is inhibited in his/her ability to develop the basic skills necessary to function in the duties as an American citizen. As many as one in seven adults in the United States cannot read at levels necessary to function successfully in our society.

As one of the objectives of the National Society, members are encouraged to support the educational opportunities of those with significant literacy needs. The DAR Literacy Promotion Committee provides Daughters the resources to address illiteracy in their communities and celebrates those members and chapters who work to change this statistic.

DAR members are encouraged to promote literacy in these areas:

Reach out in friendship to other groups promoting literacy such as public libraries, after-school tutoring programs, and adult literacy organizations. Partner with them to raise funds, provide educational materials or coordinate volunteers. Join with other DAR committees to promote literacy: donate books to a DAR-supported school or community classroom; and/or support a Little Free Library in the community.

Engage in service as individuals or chapters; mentor or tutor children, at-risk teens, or adult learners; teach English as a second 151 language through classes or conversation sessions; read to hospitalized veterans. Chapters are encouraged to include a Literacy Minute at chapter meetings.

Celebrate the DAR's commitment to literacy promotion by publicizing on social media the widespread problem of illiteracy and the importance of literacy at all ages. Sponsor programs encouraging parents to instill a love of reading in their children. Help publicize literacy programs to those in need.

Literacy Promotion Committee Contest and Chapter Award Certificates

For further information, see Chapter XV-Awards, Medals and Contests.

~~The chapter level NSDAR Literacy Champion Award certificate is presented to DAR members and non members to recognize outstanding service in promoting literacy. The blank certificate may be downloaded from the committee section of the DAR Members' Website.~~

MEMBERSHIP COMMITTEE

The Membership Committee, originally named the "National Registrars" committee was established in ~~1932~~ 1933, with a mission to recruit, educate, and instill a sense of commitment in new members. Today, the mission of the Membership Committee is to work with states and chapters to promote a bright future for DAR through recruitment and retention of members, working to propel membership to 200,000 by the end of the VanBuren Administration.

New members energize chapters, increasing a chapter's potential and allowing for fresh ideas and leadership. In addition, increasing membership enables a chapter to conduct more programs that will significantly impact its local community. Obtaining new members is much more than placing flyers about a chapter. Prospective members should be recruited through various venues, engaged in chapter activities as part of the application process, and afforded a reasonable turnover from prospective to member. The chapter membership committee manages the contact and engagement of prospective members while the lineage research committee and registrar assist the prospective member with application preparation. DAR provides chapters the Prospective Member Database (PMD) as a tool to assist in the management and tracking of prospective members. Membership committee chairs are able to access the PMD through the e-Membership site using a chapter code and PIN supplied by the chapter regent.

As recruiting new members is important, it is equally as important to retain our existing members. Retention begins as soon as a woman becomes a prospective member of the organization, and a healthy chapter filled with engaged members is the first step of recruitment. The membership committee works with chapter leadership to make sure members feel welcome, involved, and valued. The goal for member engagement is to have members feel a sense of belonging when joining other members on projects that are meaningful to themselves, the community, and the Society.

Each chapter is encouraged to set a goal of increasing its membership by 10 percent and actively working to reach the goal. States are encouraged to find opportunities for growth by starting new chapters that increase member options in locations and meeting schedules. During the VanBuren Administration, chapters and states will be recognized annually when meeting the Luminary Challenge. Verification of these achievements will be determined by the Official Membership Count (OMC) as posted in e-Membership reports under the Count Reports (Snapshot) and members dropped as listed in the Drop Report at the end of February during each year of the administration. Due to the timing of dues processing requirements, the chapter membership counts and dropped members statistics will not be determined until March. For further information, consult the Membership Committee Page on the DAR Members' Website.

Best practices for chapter growth:

- Assign a Membership Chair and a team (formal or informal) to assist her. Membership duties include recruitment of new members, prospective member engagement, and member retention. The Membership Chair should be a separate position from the Registrar for such a large task.
- Design a plan for the Membership team and set goals. Report membership goals to all members and advise on how they can assist in reaching the goal.
- Use the Prospective Member Database (PMD) as your contact management tool for prospective members, engage prospective members through inclusion, and follow up with prospectives regularly.
- Know your members. Making members feel engaged requires knowing something about them. The membership committee can use surveys, social events, social media, and other venues to learn what the members want and need. The best way to keep members is to make their DAR experience member-focused and all about them.
- Utilize membership resources: DAR Handbook, Membership Committee page of the NSDAR Website, DAR Membership Committee Forum Facebook group, *The Brightest Star* newsletter, and members of the Membership Committee.

State Application Team (SAT)

The State Application Team (SAT) offers chapters support and assistance in completing DAR applications for only new members referred through the national Member Interest Form. The SAT is a team of state

volunteers who will assign a Prospective Member (PM) to chapters in her area and then work directly with the PM to develop her new member application. The state regent forwards the State Application Team Volunteers Annual Report Form (RGG-WP-2002) to the Membership Committee SAT National Vice Chair to assign SAT volunteers. The form must be received by the state regent no later than August 1 each year. The number of volunteers allowed per state per year are based on the number of prospective members in the state prospective member database ~~(0-200 PMs = 10, 200-500 PMs = 20, and 500+ PMs = 30).~~ (0-199 PMs = 10, 200-499 PMs = 20, 500-899 PMs = 40, and 900+ PMs=50).

Member-for-Member Program

Every member has an opportunity to share her commitment to NSDAR by promoting membership through the Member-for-Member Program. To be eligible for Member-for-Member credit, a current member must identify and then invite a prospective member to join a chapter; and, she may receive Member-for-Member credit regardless of which chapter the applicant joins. Only one member shall receive credit.

Please note that because one job responsibility of the Chapter Registrar is to prepare the Application from the applicant's research, doing so does not automatically qualify the Chapter Registrar to receive Member-for-Member credit. The Chapter Registrar may sign for Member-for-Member credit ONLY if she is the individual who introduced this new member to DAR.

When the prospective member is approved and assigned a National Number, the Chapter Regent or Registrar may assign the Member-for-Member credit through e-Membership. The sponsoring member is then eligible to purchase the Member-for-Member pin to wear on her official DAR ribbon. Members are eligible to purchase one Member-for-Member bar for every five additional new members credited after they have earned their original Member-for-Member pin. Contact the Office of the Organizing Secretary General for additional information.

Member-for-Member credit is not given for Supplemental Applications or new members joining as a non-organizing members-at-large.

National Vice Chairs

Member Recruitment: provides tools and ideas for recruiting new members and ~~getting them actively involved in the chapter and provides~~ engaging prospective members.

Prospective Member Database (PMD): provides support to State Chairs, monitors the database and works with the VIS Committee to provide chapter education on how to utilize the PMD system.

State Application Team (S.A.T.): assists state regents in the setup of SAT each year, provides the Office of the Organizing Secretary General with the SAT volunteer list, and provides support for state regents and SAT volunteers.

Membership Communications: provides tools and ideas for chapters and states to implement in educating members.

Membership Programs: promotes, educates, supports, and provides resources to chapters and states for the current membership programs (Life Membership, Legacy Program, and Member-at-Large).

Member Retention: provides tools and ideas for ~~involving~~ engaging and retaining chapter members ~~and promotes Life Membership~~.

National Division Vice Chairs: Eight divisions communicate with their assigned states to promote membership and to provide information for the *Daughters* newsletter, after soliciting ideas and news from the state chairs.

For more information, please contact the Membership Committee National Chair or the Office of the Organizing Secretary General.

Awards are presented at Continental Congress in various categories based on chapter, state and division reports, as well as statistical information from the Office of the Organizing Secretary General.

NATIONAL DEFENSE COMMITTEE

The National Defense Committee was established in 1926 to assist members in carrying out the historical, educational and patriotic purposes of the National Society, and thereby promote an enlightened public opinion. Since its beginning, this committee has advocated a strong American military defense and unwavering faithfulness to the ideals of the Founding Fathers as set forth in the U.S. Constitution. The goal of the committee is to preserve our American heritage of freedom, to protect the U.S. Constitution and to ensure the survival of our national sovereignty.

Every DAR member upon application for membership pledges allegiance to the United States of America and agrees to support its Constitution. DAR membership is incompatible with any form of international, regional or world government that would dilute American sovereignty, supersede our constitutional rights and guarantees or limit our nation's independence.

The committee may be featured at an evening session during Continental Congress and may be asked to host a luncheon during the week of Continental Congress.

National Defender

The *National Defender* is published bi-monthly on the DAR Members' Website, and past issues are archived there. Chapter National Defense Committee chairs are requested to read this literature carefully before reporting at the regular chapter meetings. Members are invited to submit to the National Chair articles of national interest for possible inclusion. A signed "Permission to Use Articles and Photos to be Published in the *National Defender*" form must accompany all submissions.

Recognition of National Defense Activities

National Defense activities are recognized for the Chapter Achievement Award in several ways:

1) By devoting a minimum of three minutes to a report using national defense material at all regular chapter meetings. The chair should read or summarize the article(s) in an interesting manner. Information may be drawn from the *National Defender*, *American Spirit* magazine and the *Daughters* newsletter. These publications alert members to vital current national issues.
2) By presenting ROTC medals.
3) By participating in other national defense activities and scheduling a complete chapter program on national defense.

Other chapter activities that promote an informed membership through the National Defense Committee include:

1) Sponsoring discussion groups using National Defense Committee materials. Consider inviting non-members to participate.
2) Distributing national defense literature to members, non-members, community leaders and public officials.

The bimonthly *National Defender* newsletter may be printed from the DAR Members' Website. This is an excellent opportunity to promote knowledge about current issues. Current materials on national defense should be displayed at state conferences and chapter meetings so that members may avail themselves of the educational work of this committee. Other information available for national defense includes patriotic and historic leaflets used during Constitution Week and other patriotic observances.

The National Defense Committee awards the DAR Distinguished Citizens Medal, the DAR Youth Citizenship Medal, ROTC medals and DAR Outstanding Cadet medals. For further information, see Chapter XV.

Suggested Activities

1) Community

a) **Vote:** Register and exercise this constitutional right at both

primary and regular elections. Encourage others to do so. Vote intelligently; be informed by studying the issues and the stands of the candidates. The DAR does not endorse candidates.

b) **Communicate:** with your representatives**.** Keep your public officials informed of your views. This should be done as a concerned citizen, not as a DAR member.

c) **Educate:** All DAR members, not just parents, should be concerned about academic standards. Schools should be encouraged to teach foundational subjects such as reading and writing the English language, American history, geography, literature, mathematics and science.

d) **Support:** local and state government and be aware of areas traditionally the responsibility of your community.

2) National

a) **Patriotic and religious holidays:** Promote observance of these special occasions through community awareness and media coverage.

b) **Military preparedness:** NSDAR has always stood for a strong military defense because that is a key to peace. Any action that would tend to weaken our military strength or diminish the National Guard or ROTC programs should be opposed.

c) **The Constitution:** The NSDAR supports the United States Constitution as the inspired written document upon which our government is based.

d) **Economy in government:** The NSDAR supports an economically sound America and advocates a balanced budget, promotion of free enterprise, lower taxes and restrictions on foreign aid.

e) **Emergency Preparedness:** All citizens are an integral part of the nation's emergency management system. As such we advocate the importance of emergency planning and preparedness. Individuals need to recognize and prepare for disaster of all types, both natural and manmade, as well as supporting national, state and local governments in prevention, planning and response activities.

f) **Cyber Security:** A safe electronic environment is crucial to national security and the economic wellbeing of the United States. Members should increase awareness of cyber safety and encourage proactive techniques to safeguard the privacy of individuals, businesses, schools and communities. Make citizens aware of cyber threats to our national, economic, intelligence, energy and communication infrastructures, as well as the shared American responsibility for maintaining cyber security.

3) **International**
   a) **World government:** The NSDAR stands for American sovereignty and cautions against the trend towards world government. The United States should remain a free, independent country.
   b) **Disarmament:** The NSDAR believes the United States should maintain a strong national defense and remain capable of self-defense against aggression.
   c) **United Nations treaties:** The NSDAR opposes any treaties or covenants that would infringe upon the constitutional rights of American citizens.

The purpose of the National Defense Committee is the preservation of our constitutional republic. Through National, State and Chapter National Defense Chairs, all Daughters are urged to develop an appreciation of the Constitutional rights of all Americans and an awareness of infringements or curtailments of these rights.

PATRIOT RECORDS PROJECT COMMITTEE

The Patriot Records Project makes finding and identifying Revolutionary War Patriots in hard-to-search collections easier than ever. The project brings the exploits of the American Patriots to life. The project began with the Continental Loan Books of Massachusetts, Connecticut, New Hampshire, Rhode Island, Delaware, Maryland, New Jersey and New York. The Continental Loan Books contain the names of men, women and businesses that helped to finance the War for Independence. Other collections scheduled to be indexed include the South Carolina Archives Audited Accounts, New Jersey Revolutionary War Miscellaneous Records, North Carolina Revolutionary War Pay Vouchers and many more collections.

The Patriot Records Project index is available as part of the DAR Genealogical Research System. This index will provide not only genealogists but also history students, researchers, scholars and teachers a tool to assist in their study of the Revolutionary War period. The records span more than 75 years, starting at the very beginning of the Revolutionary War through the last petitions for remuneration.

To volunteer for this exciting indexing opportunity, visit the Patriot Records Project Committee Web Page on the DAR Members' Website.

PRESIDENT GENERAL'S PROJECT COMMITTEE

Established in 1983, this committee works closely with the President General and the Office of Development to raise funds for the President

General's Project. The proposed project, recommended by the President General, is approved at a regular meeting of the National Board of Management to allow fundraising to begin during the President General's first year in office. The project is approved by members at the Continental Congress following the administration's first year in office.

The President General's Project theme for 2019-2022 is "Rise and Shine for America." The President General's Project is an opportunity for all Daughters to *rise* up in support of endeavors that will allow our National Society to *shine*. Support of the President General's Project will help the National Society to:

- Energize members to *rise* up in meaningful service to America and to *shine* by raising awareness of DAR's purpose, relevancy and vibrancy through robust public outreach;
- Honor the spirit of our Revolutionary ancestors and educate the public about their sacrifices and actively promote the rights and responsibilities of U.S. citizenship;
- Complete the final phase of restoration for DAR Constitution Hall;
- Propel membership to 200,000;
- Ensure financial stability and leadership training at every level.

Contributions to the VanBuren President General's Project will be accepted from June 30, 2019, through June 29, 2022. Each Daughter is asked to contribute $7.50 through her chapter over the three years of a national administration. Chapters may budget these contributions or each member may decide to give $2.50 per year through the chapter, totaling $7.50. Chapters that give $7.50 per member will receive a 100-Percent Participation Certificate, one per administration. It is important that chapters expecting to receive a 100-Percent Participation Certificate at their respective state conferences make certain their contributions reach the Office of the Treasurer General by the first day of the month preceding the month of the conference unless the state has set an earlier deadline. The chapter membership count is taken from the official count as of January 1, 2020. That figure will remain the same throughout the three-year administration, even if a chapter gains or loses members during that period.

Other sources of financial support for the Project include:

1) Contributions through the Chapter Treasurer to the Project on the DEV-1003 Donations and Contributions form
2) A minimum single contribution of $100 or continuous contributions totaling $100 through the Sustaining Supporter program may be given through the Development Office, qualifying the donor to purchase a President General's Project pin.
3) Purchase of sales items designated for the Project through the DAR

Store, located in the Office of the Corresponding Secretary General

4) Contributions received through quarterly development appeals, Sustaining Supporter program, at state conferences and other various opportunities throughout the administration for the Project
5) A minimum single contribution of $1,250 to the President General's Project through the Development Office qualifies the donor to receive and wear the Benefactor pin and receive recognition at Continental Congress. All benefactor gifts will qualify the donor for a four-line inscription on the "*Rise and Shine for America*" donor wall.
6) Cumulative contributions totaling $2,500 to the President General's Project through the Development Office qualifies the donor to receive and wear the VanBuren Patriot pin on her official ribbon and receive recognition at Continental Congress.

For further information, visit the President General's Project on the DAR Members' Website.

PUBLIC RELATIONS AND MEDIA COMMITTEE

Formally established in 1905, the Public Relations Committee is officially charged with promoting DAR objectives and accomplishments to increase public support and appreciation for our work. In 2001, the Motion Picture, Radio and Television Committee was brought under the Public Relations Committee's aegis to focus our media efforts. In 2007 the name of the committee was changed to Public Relations and Media.

In essence, every Daughter serves as a member of this important committee. We must all be public relations ambassadors for DAR if we want the world to know the true story of our enduring contributions to historic preservation, education and patriotism. Active, vital organizations know that effective public relations are critical to success—and to attracting new members.

This committee is composed of DAR members and focuses on guiding chapters and states in developing good public relations at the local level. Detailed instructions for chapters, including contest deadlines and pointers to extensive PR resources, may be found in the National Information Packet (NIP), which is posted on the DAR Members' Website.

Social Media

Social media websites such as Facebook and Twitter give chapters the opportunity to communicate informally with current and prospective members online. The National Society encourages chapters and members

to use social media tools to promote the mission and activities of the DAR. But as they do so, they should follow the **Social Media Guidelines** found on the DAR Members' Website on the Public Relations and Media Committee Page.

Congress Online

This committee provides a daily at-home Congress experience for members, through its committee website, via organized groups of photos of Congress events, a live feed of business proceedings and the daily electronic *Congress Herald*, in partnership with its editors.

Public Relations Materials

Public Relations materials, including media kits and brochures, are available from the DAR Store in the Office of the Corresponding Secretary General. The general-interest magazine *American Spirit* and the internal publication *Daughters* newsletter provide informative news and stories about the work of DAR chapters and state societies, as well as national projects. All members are urged to subscribe to *American Spirit* and *Daughters* newsletter in order to stay informed about DAR projects, policies and purpose.

Media and Entertainment Awards

For further information, see Chapter XV.

SERVICE TO AMERICA COMMITTEE

The Service to America Committee was established as a National Committee by the Dillon Administration in 2016, as a continuation of the Celebrate America! Committee established by the Young Administration. The purpose is to capture the magnitude of service hours that Daughters regularly provide in our communities. Through our goal of providing meaningful service, this committee demonstrates the positive volunteer opportunities associated with DAR membership and enhances the public's appreciation of the relevant, dynamic nature of DAR service work.

All DAR members are reminded to regularly record their hours of community service, in whatever capacity – providing the service speaks to the NSDAR motto of "God, Home and Country" and the promotion of historic preservation, education and/or patriotism. Beginning in 2017, DAR hours of service became eligible for inclusion (with the exception of travel and meeting times). This is an opportunity for members to better understand just how much the service aspect of our organization matters to the communities of America and around the world.

Every year, the DAR celebrates the National DAR Day of Service. The designated "official" day is October 11, the NSDAR founding anniversary. Chapters have the option of completing their project on the "official" day or the days surrounding October 11, whichever is best for them. Chapters may select a project of their choice (as a chapter) or select various projects (as individuals) that emulate their commitment to service. Through this committee, DAR members will better understand the impact of the service aspect of our organization. This is our opportunity to give back to those who sacrificed so much for us, and to honor and celebrate our American heritage.

THE FLAG OF THE UNITED STATES OF AMERICA COMMITTEE

Established in 1909, this committee was designed to encourage a strong patriotic feeling and respect for The Flag of the United States of America.

The principal objectives are to keep the Flag flying, to protect it continuously under all conditions and to educate citizens regarding its correct usage.

To actively support these objectives:

1) Become familiar with the Flag Code (adopted by the Congress of the United States, House Document No. 96-144, 96th Congress, 1st Session, April 5, 1979). The DAR publishes excerpts from the official United States Flag Code in *The Flag Code* leaflet, which can be purchased from the DAR Store in the Office of the Corresponding Secretary General.
2) Distribute *The Flag Code* leaflets and table-sized Flags to schools, veterans' homes and hospitals, retirement homes, rehabilitation centers, to new citizens at naturalization ceremonies and at patriotic events such as Memorial Day, Veterans' Day, Flag Day and Independence Day celebrations.
3) Purchase flags flown over Constitution Hall from the DAR Store. These flags may be presented to honor or memorialize individuals or organizations in your community. These special flags may be purchased by chapters, state societies or individuals as an award, gift or a keepsake.
4) Present Flags, Flag pins and Flag history books to DAR Good Citizen winners, essay and JAC winners and speakers.
5) Present Flags to libraries and schools as a chapter or a joint chapter project.

6) Contact your congressional representative to obtain Flags that have flown over our nation's capital. Congress Representatives have available, in limited quantities, excellent booklets about Flags.
7) Wear a Flag pin. The Flag pin may be worn on the left lapel when you are wearing your Insignia ribbon. However, the Flag pin may not be placed on the official DAR ribbon.
8) Distribute Braille Flags to schools and institutions for the blind and to blind individuals and veterans. See the committee page on the DAR Members' Website for information on purchasing Braille Flags through approved sources. There are three types of Braille Flags available.
9) Present Flag certificates to individuals and groups to recognize correct Flag usage, Flag Day celebrations and Flag dedications.
10) Encourage schools, organizations and clubs to recite the Pledge of Allegiance regularly. Offer Flags to these entities, thereby providing an incentive for the Pledge to be included.
11) Correct, in a tactful manner, improper use and/or placement of the Flag.
12) Encourage the replacement of worn Flags in your community. Assist with the replacement of damaged Flags.
13) Make use of opportunities to talk about the Flag. Have Flag facts ready to incorporate into ~~a discussion~~ chapter meetings.

Remember to always place the right hand over the heart as the Flag passes in a procession; the hand is dropped when the Flag bearer reaches the platform and stops. The Flag is not saluted when carried in a procession in a church.

Various sizes of U.S. Flags, DAR banners and other Flag materials/items are available for purchase from the DAR Store in the Office of the Corresponding Secretary General.

Additional information is available in the National Information Packet, from the National Chair and on the DAR Members' Website.

VOLUNTEER GENEALOGISTS COMMITTEE

The Volunteer Genealogists Committee was originally established in 1986 as a special committee to assist the Registrar General's staff with the verification of Supplemental Applications. The mission of this committee is to disseminate information regarding the current proof standards used in the verification of new and Supplemental Applications submitted to the genealogy department and to provide direct assistance to chapters in need.

The Volunteer Genealogist Committee Virtual Support Team assists members working on Supplemental Applications. The National Vice Chair, Supplemental Research Advocacy, appointed by the President General, serves as the Team Coordinator.

The Genealogy Department has developed ~~four~~ Genealogical Education Program courses 1-5 ~~(GEP I, 2 and 3, and "DNA and the DAR")~~, In addition, the NSDAR Genealogy Department provides a Registrar's Training course and Mid-Level Review course. Except for the free Registrar's Training, courses ~~which~~ are available to all DAR members~~.~~ and the member is responsible for the cost of each course. More detailed information is available on the DAR Members' Website under "Applications and Supplementals," "DAR Genealogy Classes." These courses replace previously conducted training at Headquarters and in the field.

GEP I – ~~An~~ Introduction to Genealogy Research for DAR Applications that includes evaluation of evidence (a prerequisite for GEP II and GEP III);

GEP II – Applying Genealogy Research Techniques to DAR Applications ~~that includes Application instruction.~~ This course builds on GEP I but focuses more on the mechanics of completing an acceptable Application (a prerequisite for GEP III);

GEP III – Advanced Techniques for Resolving Problems in Lineage and Service on DAR Records ~~techniques for resolving problems.~~

GEP IV – Using DNA as a Piece of the Evidence for a DAR Application

GEP V – eApps: the Beginners Guide to Electronic Applications Registrars

Eligibility for ~~two~~ three pins is monitored by this committee and a log (available from committee's web page on the DAR Members' Website) must be submitted to the National Chair who verifies the eligibility of the member to purchase the pins from the DAR Insignia Store.

1) Volunteer Field Genealogy Pin – Successful completion of GEP I and GEP II and conducting 10 educational workshops for at least five participants. Workshops may be conducted by two VFG and each teaching participant receives credit. Alternatively, a VFG may earn the pin by being assigned by the State Regent or State Chapter Development and Revitalization Commission to a specific chapter to mentor the chapter's leaders. She assists with the completion of ten verified Applications to establish pin eligibility. Additional service entitles the member to purchase a bar for the original pin.
2) Volunteer Genealogists Pin –Those who have completed GEP 3 and Serve on a state Application Team and complete 20 new member applications with no more than one AIR letter; or serve on a State

Review Team and review 25 new member applications with no more than one AIR letter. ~~Members of a State Application Team may purchase a bar on the successful (as indicated above) completion of each additional 20 new member applications. Members of a State Review Team may purchase a bar on the successful (as indicated above) completion of each additional 25 new member applications.~~ Also, a State Application Team (SAT) volunteer may qualify to purchase this pin if she completes Genealogy Education Program (GEP) Courses 1, 2, and 3 and serves on a State Application Team and completes 20 new member applications with no more than one AIR letter; or serves on a State Review Team and reviews 25 new member applications with no more than one AIR letter. A log to record applications completed is provided in the Forms webpage. Just before a pin is ordered the completed forms should be emailed to the National Chair, Volunteer Genealogist Committee. When the member qualifies for the Volunteer Genealogist pin, it will be noted on her record in e-Membership.

3) Balcony Volunteer Pin - Members may earn the Balcony Volunteer pin, featuring the iconic DAR Library Clock, after completing three years of service as a Balcony Volunteer at Continental Congress or the equivalent, this can include:
   - Service as an Online Balcony Volunteer for the 2020 Continental Congress (counts as one year of service)
   - Completion of four assignments as a Volunteer with the Lineage Research Virtual Support Team (counts as one year of service)
   - Completion of four assignments as a Volunteer with the Supplemental Applications Virtual Support Team (counts as one year of service)

Any combination of the above – in-person or online Balcony Volunteer Service and service as a member of either or both the Lineage Research (New Member Applications only) or Volunteer Genealogists (Supplemental Applications only) Virtual Support Teams – may be used to meet the pin eligibility requirements.

~~a skills assessment test may qualify to earn this pin through volunteer service as an Electronic Application Reviewer by forwarding 100 electronically reviewed new member Applications to the Genealogy Department. At least 90 of the Applications forwarded must be verified by the Genealogy Department without generation of a pre-letter or an Additional Information Request (AIR). Review of additional papers entitles the member to purchase a bar for the original pin.~~

The Outstanding Volunteer Genealogist Award is a state-level award offered at the discretion of the individual state to recognize outstanding service in providing educational genealogical workshops on current

standards, mentoring chapter leaders, ~~and volunteer service as an Electronic Application Reviewer (EAR).~~ ability to work with prospective members and willingness to assist other chapters with membership goals, virtual or in person support to members with supplemental applications. A state winner must achieve the minimum number of points as established by her individual state's judging criteria to purchase the pin. Sample nominating forms and guidelines are available on the committee website. It is the responsibility of the winner to prove eligibility by providing a copy of the winner's certificate or other documentation to the Volunteer Genealogists Committee National Chair.

State Chair: If applicable, select one Outstanding State Volunteer Genealogist from your state (may be VG or VFG) using the criteria established by your state. See Chapter XV, Awards, Medals and Contests. Send your state committee report to your National Division Vice Chair by the deadline date. The Volunteer Genealogist State Chair serves on the state Chapter Development and Revitalization Commission.

National Division Vice Chairs: Please be sure to send your division report to the National Chair by the deadline date.

VOLUNTEER INFORMATION SPECIALISTS COMMITTEE

Recognizing the importance of Internet technology to NSDAR, the National Board of Management established the Volunteer Information Specialists (VIS) Committee in April 1995. Once the National Society established a public website, chapter and state websites emerged, becoming worldwide invitations to join us in DAR. VIS was asked to approve these sites to ensure their consistency with the standards of the National Society.

A members-only website was envisioned as an instant source of vital DAR information and the DAR Members' Website was launched in 1999. Here Executive Officers and national committee chairs post instructions, forms and announcements. Also available to members are application forms and templates, writeable/savable forms from the National Information Packet and a wide variety of other informational documents.

The cooperative efforts of this committee and the NSDAR staff have resulted in the establishment of online applications vital to NSDAR operations, such as the Prospective Member Database, where prospective members may be tracked. VIS volunteers have contributed thousands of hours of work to build databases, which ultimately formed the framework for e-Membership and the Genealogical Research System (GRS).

The e-Membership Website was created in 2001. This membership management tool is available to Chapter Regents, Vice Regents, Registrars and Treasurers, as well as to State Regents, Vice Regents,

Organizing Secretaries, Registrars, Treasurers and other specific leadership groups. These users may log into a password-protected site to update member contact information, view reports, search the member database, monitor prospective members and perform a variety of reporting functions.

From 2001 until 2010, the committee operated the National Patriot Lookup Service to assist prospective members who posted queries regarding their Revolutionary War Patriots on electronic message boards. This service ended in 2010 with the launching of the GRS, which allows both DAR members and the public to search for ancestor information and to purchase copies of approved DAR member Applications.

In 2009, the committee partnered with the National Society to create the Electronic Chapter Master Report, an online method of entering and tracking the annual reports of chapters. Now known as the Chapter Master Report, this reporting tool was widely accepted in the first year and substantially reduced printing/mailing costs for this lengthy report. Also going "green" in December 2011 was the Chapter Achievement Awards form, which contains summaries of chapter accomplishments and contributions and is also completed annually. These reports, with some auto-filled information, provide consolidated statistical data by chapters and states. Approximately 75 percent of chapters used the eCAA the first year and the response rate is now 99 percent.

The Volunteer Information Specialists Committee encourages participation and recognizes the achievement of DAR members at all levels of the Society. It stands ready to implement advancing technology to assist in the vital work of NSDAR.

WOMEN'S ISSUES COMMITTEE

Established by the National Board of Management in April 2001, this committee provides a platform from which to address current issues that are important to today's women. Focusing on health, career and family, this committee confirms how DAR can be an integral part of the lives of women of all ages.

The Women's Issues webpage, on the DAR Members' Website, acts as a resource for information regarding program ideas, contact names and pertinent websites of interest to women. A Facebook Page also provides an ongoing discussion of women's issues.

Women's Issues Contest

The contest provides a forum to express personal and professional issues in the categories of Career, Family and Health. For further information, see Chapter XV, Awards, Medals and Contests.

Vivian's Outreach to Women is a subcommittee of the Women's Issues Committee. Established in 2019, it focused on providing support to homeless and indigent women. The first groups to be helped will be our women veterans. Particular emphasis is placed on female veterans programs, for which grants will sponsor medical, educational, child care, housing, clothing, food and other relevant needs. Deserving 501(c)(3) organizations will be researched and identified for consideration by the end of each November. The identified organizations will be recommended to the Executive Committee, and the announcement of the awardee will be made each spring. For further information, please see The Women's Issues webpage on the DAR Members' Website.

SPECIAL COMMITTEES

AMERICA 250! COMMITTEE

The America 250! Committee was established to commemorate the 250th anniversary of the Declaration of Independence. Much like the 1976 Bicentennial celebration, this observance provides an exceptional opportunity for community involvement, positive public relations and – most important – membership growth throughout DAR.

The DAR's America 250! Initiative will formally observe its official external commemoration from 2023 (the 250th anniversary of the Boston Tea Party) until 2033 (the 250th anniversary of the Treaty of Paris). Currently, strong emphasis is being placed on preparing local chapters to increase their capacity to attract and process prospective members, who will likely express interest in record numbers and often via the internet. As part of a strategic objective to attain maximum benefit from this nationwide birthday celebration, the VanBuren Administration has set an ambitious membership target of 200,000 by the June 2022. This increase is attainable if chapters resolve to increase their roster by 10 percent annually!

Thanks to the generous members, chapters, State Societies and organizations for enthusiastically embracing the DAR Pathway of the Patriots. The 250 trees to be planted along the Schuylkill Parkway in Pennsylvania have been fully subscribed. The National Society is developing a robust educational component which will tell the stories of each of the Patriots honored by a tree. Visit https://honoringourpatriots.dar.org/patriots/ and learn more about the men and women who achieved American independence.

States and chapters are asked to name an America 250! Chair and to plan projects to remember our courageous Patriots and increase public

visibility of the blessings of liberty with which they endowed America. The Our Patriots committee has been created to raise public visibility and interest in the Revolutionary Ancestors who served in the pursuit of Independence and established America as a free country in 1776. The goal is to rediscover, restore and rededicate Revolutionary War-related monuments, plaques, gravesites and other memorials in cities and towns across the United States. Share your chapter's activities with The Patriot Post, located on the DAR America 250! Webpage.

Through chapter "Our Patriots" minutes, "Patriot Snapshots" in social media, and community events such as marking Revolutionary soldiers' graves, citizens will learn about and have a chance to honor these heroes of the early years of our country.

Highlighting the inspiring stories of these brave men and women will fire the imagination of children and adults alike. Making history come alive through telling the tales of significant events related to local landmarks and relics, spotlighting Patriots who influenced the names of streets and buildings in the community, and creating curiosity about what actually happened 250 years ago and why it matters is sure to result in growing appreciation for our Patriot ancestors, and significant growth in DAR membership.

Among the newest ways to honor our Patriots is the DAR American 250 Patriots Marker. States, chapters and clubs are encouraged to purchase and erect the standardized markers, which will be customized with the name of the sponsoring organization. The National Society's goal is to place at least one marker in every state in advance of the nation's upcoming 250th anniversary. Visit the Office of the Historian General for more information: https://www.dar.org/members/executive-offices-nbm/historian-general

The new reusable Patriot Grave Commemorative may be placed on the grave of a Revolutionary Patriot for special events. It will be available through the DAR Store.

The committee has suggestions and resources available on the DAR Members' Website, and encourages submission of successful chapter and state efforts to share throughout the Society.

~~COMMUNITY CLASSROOM COMMITTEE~~

~~Established in 2016, this committee seeks to encourage Daughters to volunteer support to teachers and children in classrooms/schools in their own communities. State Regents are asked to appoint a State Chair and to request their chapters appoint Chapter Chairs. Each is encouraged to adopt a local classroom or school in order to provide time, supplies and/or financial support. Begin with a teacher in your chapter or an educator~~

~~/principal you already know. Visit the Community Classroom Committee webpage on the DAR Members' Website for suggestions and additional information. Then share your success stories via the Success Story form with your chapter and your state chair. Remember to note your chapter's achievements in the Chapter Master Report.~~

~~Educational Resources was established as a committee in 2015 and incorporated into the Community Classroom Committee in 2019. The purpose of Educational Resources is to provide electronic lesson plans focusing on America, its history, government, heritage and genealogy, as well as related language and/or math topics. These lesson plans may be submitted by DAR members or the public for use by schools, clubs or other interested groups. Having these lesson plans readily available allows teachers and leaders to easily select those that meet their needs. For a lesson plan or the lesson plan template and cover sheet, please consult the NSDAR site for educational resources. The lesson plan template and cover sheet form may also be found in the DAR Members' Committees Forms area. Many of these lesson plans would be a fun chapter program!~~

DAR DNA NETWORK COMMITTEE

The DNA Network Committee was formed in October 2016. The goals of the committee are:

- to educate the membership on the use of DNA for genealogy, including what it cannot do.
- to encourage members to submit DNA samples to the Family Tree DNA (FTDNA) NSDAR DNA Group.
- to work with the staff and FTDNA to make the DNA database user friendly
- to gain an understanding of how to better utilize DNA ~~information in the application process~~
- to work with the Public Relations and Genealogy departments to build a relationship with FTDNA with resulting publicity for DAR.
- to help YOU connect with that elusive ancestor and discover new "DAR cousins."

If you are a member of the NSDAR DNA Group, then you are a member of the DNA Network. Please join us on Facebook.

Please visit the committee pages on the right to learn more about the DAR DNA Policy, the NSDAR DNA Group, and how YOU can help in this groundbreaking project.

COMMISSIONS

CHAPTER DEVELOPMENT AND REVITALIZATION COMMISSION

In 2010 the Chapter Development and Revitalization Committee became a commission to coordinate the combined efforts of the Organizing Secretary General, Registrar General and the National Chairs of the Membership, Lineage Research and Volunteer Genealogists committees. The goal of the CDR Commission is to encourage chapters to post a net membership increase of ~~10 percent during the Dillon Administration~~ through the development and promotion of resources that support chapters in:

- Gaining new members
- Engaging and retaining current members
- Assisting chapter leadership to strengthen skills that enhance effectiveness, teambuilding and flexibility, thus helping membership move forward!

States are asked to form similar commissions to assist chapters in the areas of membership, research and training. The state commissions should provide information about existing resources on the DAR Members' Website for each of these committees, as well as provide new resources to their state's chapters.

In the area of Membership:

- Train Chapters to recruit prospective members, involve current members and keep members interested and informed.
- Assist chapters to gain new members.
- Educate members, both new and existing, about the DAR's rich history and the many service opportunities available to them through the work of the committees.

In the area of Lineage Research:

- Train chapter membership teams in research techniques.
- Assist chapters with obtaining necessary supporting documentation for prospective member Applications and work with chapters to resolve "additional information required" letters.

In the area of Volunteer Genealogists:

- Train chapters in the current standards of verification for completing Applications and Supplemental Applications.
- Assist a designated challenged chapter by assigning a Volunteer Genealogist to mentor the chapter officers while assisting the Chapter Registrar with the completion of prospective member Applications.

Chapters whose members work as a team will have involved, enthusiastic members and recognition of the DAR chapter in their community. A healthy chapter moves forward when members are active and engaged with the chapter and support each other as they work toward the goals of historic preservation, education and patriotism.

LONG-RANGE PLANNING COMMISSION

The NSDAR Long Range Planning Commission was authorized by Continental Congress in 1987 as a special committee. The commission consists of 12 members, who serve staggered nine-year terms. The commission provides continuing assessments of the future needs of the Society to ensure its viability, as well as analyses of specific issues assigned to it by the Executive Committee. It then reports its recommendation to the Executive Committee, including methods of implementation and financing. The work of the Commission is confidential.

CONGRESSIONAL COMMITTEES

Committees rendering service connected with the Continental Congress are called congressional committees. A member should express her desire to serve on a congressional committee to her State Regent. Upon recommendation of a State Regent, committee members are invited to serve by the President General, and those invited should respond promptly to the invitation.

Members of congressional committees shall be members in good standing with the National Society. Members-at-Large may serve as Pages and on committees for Continental Congress. All congressional committee chairs are entitled to membership in the National Chairmen's Association and are eligible to purchase a National Chairmen's pin from the DAR Insignia Store.

BANQUET AND RECEPTIONS COMMITTEE

This committee receives all reservations, issues tickets and arranges the menu, seating and printing of the program for the annual banquet or reception. The President General and the Banquet and Receptions Committee Chair select the entertainment.

CONGRESS COMMUNICATIONS COMMITTEE

This committee provides a daily at-home Congress experience for members. The committee website provides organized groups of photos of

Congress events, a live feed of business proceedings arranged by the IS Department and the daily electronic *Congress Herald*, in partnership with its editors.

CONGRESS APPOINTMENTS COMMITTEE

The Congress Appointments Chair assists the President General in recording and sending invitations to those members appointed by the President General. She confirms with the State Regent any member recommended by Congress Committee Chairs. She is given access to e-Membership so that recommendations may be recorded. This chair receives queries concerning Congress assignments and answers questions or forwards concerns to applicable chairs. Following Continental Congress, she records members' service and updates members' files.

CONGRESS MUSIC COMMITTEE

The Congress Music chair works under the direction of the Congress Committee chair and the President General in fulfilling her duties. Those duties may encompass the securing of an organist for Congress and identifying talented musicians from within the NSDAR and outside the membership base to entertain at Congress functions. These events may include evening programs, teas and other special programs held during the week of Congress. Whenever an honorarium or payment is under consideration, the President General makes the final decision. This chair may also be asked by the Chaplain General to assist in obtaining appropriate music for the Memorial Service.

She works with the National Vice Chairs of the All-American Chorus. At the invitation of the President General, the All-American DAR Chorus entertains during Continental Congress. Members who wish to sing in the All-American DAR Chorus should submit their name directly to the National Vice Chair of the All-American DAR Chorus.

State Regents may contact the National Chair with recommendations regarding musicians from the various state organizations. Any Daughter who is interested in serving as an organist or pianist for the National Society during Continental Congress, must contact the National Chair, who will provide the member with appropriate Application information. The deadline to contact the National Chair is January 31.

Organizations within the DAR that wish to have the National Chair locate a musician for a Congress function must contact the National Chair with specific information by April 30 before Congress.

CORRIDOR HOSTESS COMMITTEE

The members of the Corridor Hostesses Committee assist in

maintaining continuity of the daily processionals of those seated on the platform that are held prior to the business and evening sessions of Continental Congress. Members of the committee hold ropes to establish a corridor for each procession extending through the perimeter of Constitution Hall.

CREDENTIALS COMMITTEE

The Credentials Committee is responsible for the proper identification and registration of the voting members attending Continental Congress. (Voting members should refer to the NSDAR National Bylaws, Article VIII. Meetings of the National Society. Sections 2 and 3.)

Rules for the representation of chapters are prescribed in the NSDAR National Bylaws, Article XIII. Chapters. Sections 8 and 9. The Credentials Committee is the agency through which these rules are administered. It has no authority to suspend or change them.

EVENTS FOR MEN AND FAMILIES COMMITTEE

This committee is responsible for planning tours and entertainment events for men and families visiting during Continental Congress. Husbands are invited to join in these events while their wives are attending the DAR sessions. Families are welcome. Costs associated with the event are the responsibility of those on the trip. Trips or tours are planned to take place during some Congress sessions.

GUEST HOSPITALITY COMMITTEE

Members of the committee receive guests when they arrive at Constitution Hall and present them to a member of the President General's Reception Room Committee. The committee is also responsible for seating the family and guests of those individuals participating in the programs of Continental Congress in a special, reserved section of the hall.

HOUSE COMMITTEE

The committee provides services to assist members attending Continental Congress. The committee makes provisions for general information, admittance to Constitution Hall, seating of voters during the election of National Officers, sales of literature and special items, lost and found items and a cloak room. In addition, the committee provides safety precautions and emergency medical services and assists in maintaining orderly Congress sessions. The work of this committee is directed by a Chair, Vice Chairs, Subcommittee Chairs and committee members.

LOUNGE SPECIALTY SHOPS COMMITTEE

This committee, located in the lounge and the main lobby of Constitution Hall during the week of Continental Congress, was established for the benefit and convenience of DAR members. The concessionaires include vendors selling a wide variety of items. Each vendor returns a commission to the National Society based upon the gross sales of the booth. A rental fee is also charged based upon the space size required for each vendor.

MARSHAL COMMITTEE

The committee is responsible for all processionals during Congress. If a banquet is held, this committee is also responsible for that processional. It is in charge of the security of the reporting of the Tellers during Continental Congress. Upon recommendation by a State Regent, the President General appoints committee members. Anyone who becomes a member of this committee should be prepared to attend the entire week of Congress.

MEMORIAL SERVICE COMMITTEE

The Chaplain General plans and presides at a full Memorial Service in Constitution Hall to commemorate the memory of all members who died during the past year.

PAGE COMMITTEE

The Page Committee for Continental Congress dates from the early days of the DAR, when 13 young women, one from each of the 13 original states, were selected to act as Pages. Now every state, the District of Columbia and the Units Overseas send Pages to Congress. A Page must be a member in good standing and not more than 40 years of age.

The President General appoints all Pages, but State Regents may submit a list of names for the President General's consideration. Chapter Regents, in asking their State Regents for these appointments, should submit the names of members who expect to serve throughout Congress week. A member planning to page should respond promptly to the President General's invitation.

General information for Pages

- Clothing: Simple white street dresses, white pantsuits and white shoes for daytime sessions and white evening dresses for evening meetings.
- Hotel: Each Page arranges for her own accommodations. The Page Committee arranges with the hotel for a block of special Page rooms.

- Pages Meeting: Rehearsal is held before the opening of Congress, when all duties are explained and the young women are given the Page ribbon to be worn during Congress.
- Duties: The Pages are expected to be on duty during the entire week but may be excused from duty later in the week by applying to their respective Chief Pages. Each Page is given a specific duty, but she must be willing to do anything asked in a cheerful and helpful manner. **Service and courtesy are essential to good paging**.

Activities outside of meetings at Memorial Continental Hall and Constitution Hall usually include: the Page Event hosted by the President General and the National Board of Management. This event is exclusively for the Pages and is arranged by the National Vice Chair of Page Events.

The Pages lend color to the pageantry of the processions and provide valuable aid in the functioning of Congress. They gain a greater knowledge of the work of the Society and, as time has shown, the Pages of today become the leaders of tomorrow.

PLATFORM COMMITTEE

This committee welcomes to the platform Executive Committee members, other National Officers and Chairs as needed, as well as guests of the President General. This committee arranges the seating on the platform of Constitution Hall for all sessions of Continental Congress and ensures that the Society's officers, chairs and guests are seated in the proper place. This committee also arranges the platform for nominations and installation of officers.

PRESIDENT GENERAL'S RECEPTION ROOM COMMITTEE

Members of this committee act as hostesses to members and guests of the Society who come to the reception room to be received by the President General or who have a part in any of the meetings of Congress. Members are on duty when Congress is in session.

REGISTRATION COMMITTEE

This committee is responsible for registering members, alternates and guests. Pre-registration is encouraged to help expedite the registration process. In addition, this registration process includes the issuance of Congress identification badges.

REGISTRATION LINE COMMITTEE

This committee works with the Credentials Committee and the Registration Committee, as well as the Tellers Committee to ensure an orderly stream of voting members, non-voting members and guests into the Registration Room. The committee provides instructions to Congress attendees waiting to register or vote.

SEATING COMMITTEE

The Seating Committee charts and apportions seating assignments in Constitution Hall for the duration of Continental Congress. An annual drawing by the State Regents assigns all states' seating locations for the next Congress. States alternate each year between the floor and the tiers. Individually designated seats are provided to each member following registration. Members needing handicapped or other special seating assistance should submit a written request in advance with their registration.

TELLERS COMMITTEE

The National Chair and Vice Chairs of this committee are appointed by the President General. Other members of this committee are chosen by the individual candidates for national office and serve as the candidates' official representatives at the polling place during the voting process. Because they are obliged to be in the voting place before the polls open and remain until the results are complete, it is preferable that a Teller not be a delegate, and that she be physically able to stand for long periods of time as she monitors voting booths.

The National Chair or the National Vice Chairs report the results of the voting to Continental Congress.

Special Congressional Appointments

OFFICIAL READERS

It is the duty of the official readers to read the announcements concerning schedule changes, lost and found, and other items of importance at the close of each meeting.

TIMEKEEPERS

Timekeepers are appointed by the President General for the purpose of timing all Congress reports.

CHAPTER VIII

DEVELOPMENT (FUNDRAISING) PROCEDURES

States and chapters may participate in fundraising projects to provide income for the various programs of the National Society as long as they do not conflict with the objectives of the National Society. Only activities approved by the NSDAR Executive Committee, National Board of Management, or Continental Congress are open for solicitation from all the states and chapters. All fundraising, including through the use of social media and other electronic sales platforms, must comply with federal, state and local regulations concerning sales and solicitations by charitable organizations. Chapters shall abide by the policies set forth by state DAR societies and organizations.

Advertising for Fundraising: One should exercise caution when using the terms "donation," "contribution," and "tax deductible" when raising money for DAR projects. The Internal Revenue Service monitors the extent to which these terms are used by organizations in describing a fundraising project. When advertising or printing tickets for a DAR function or when selling a DAR product, be sure these terms are used only to the extent that the amount tendered exceeds the value of the product or service received in return.

For example, in the case of a luncheon, all or a portion of the ticket price represents the cost of the meal served. If a donation has been built into the ticket price, the tax-deductible portion, which is the amount that exceeds the cost of the meal, should be printed on the ticket to serve as a receipt for the donor.

"Voices" are chances to participate in a drawing, lottery or raffle. They are never a donation or contribution and are not tax-deductible. The terms "donation," "contribution," or "tax-deductible" should not be used when printing such tickets or in advertising for them. State and local licensing laws and regulations for any raffle activities should be strictly followed.

The IRS requires that non-profit organizations provide the donor with a written acknowledgment for contributions of $250 or more in order for the donor to substantiate a deduction on the donor's income tax return. The receipt must state the extent to which the donor received any goods or services in return for her contribution. The appropriate statement that can be used is: "The National Society Daughters of the American Revolution is a tax exempt organization under 501 (c) (3) of the Internal Revenue Service Code. Your contribution of $(amount) is deductible to the full extent allowed by law. For tax purposes, this letter is to advise

you that we have not provided you with substantial goods or services in return for your contribution. Please keep this receipt with your tax records since your canceled check is not sufficient verification."

RESTRICTIONS ON GIFTS

NSDAR will accept unrestricted gifts and gifts for specific programs and purposes, provided that such gifts are consistent with NSDAR's stated mission, purposes and priorities. NSDAR will not accept gifts that are too restrictive in purpose, such as gifts that violate the terms of our corporate charter, gifts that are too difficult to administer, or gifts whose purposes fall outside of the mission of NSDAR. The Development Department of the NSDAR shall review, consider and approve or reject any restrictions placed on a proposed gift. Please note that an administrative fee may apply to certain planned gifts that are restricted in their use.

BEQUESTS AND DEFERRED GIFTS TO THE NSDAR

The National Society appreciates the generosity of Daughters and friends as expressed through bequests. Such gifts serve as a memorial and also enable the Society to perpetuate its historical, educational and patriotic programs.

A **bequest** by a will allows the donor to pass any amount desired to the National Society Daughters of the American Revolution or to any charitable 501 (c) (3) beneficiary free of estate tax. Cash, securities, or specific tangible property can be given. Donors may designate a specific dollar amount or percentage of their estate, with or without restrictions.

A **bequest** is revocable and can be modified through codicil, will or trust, thus providing donor flexibility and privacy. This type of gift creates a lasting legacy of support for the NSDAR and provides an estate tax charitable deduction.

Methods of giving through a will can include:

- Allocation of a percentage of the residue of the estate to NSDAR.
- Allocation of the residue of the estate after certain other gifts have been made.
- Designation of a specific, fixed amount of cash or specific objects of tangible personal property, Museum quality objects, or real estate. A statement can be included, if desired, that the gift must be used for a specific purpose. Donors are urged, however, to minimize restrictions so that the NSDAR can use gifts where they are most needed.

- A stipulation that only the income is to be used.
- The NSDAR may be named as a contingent beneficiary in case someone who has been named in the will is no longer living at the time the will is probated.

Bequests allow the donor to retain control of assets during life and to assist the NSDAR later.

Sample Bequest Language

> "I give, devise and bequeath to the National Society Daughters of the American Revolution (NSDAR), 1776 D Street NW, Washington, D.C. 20006-5303, a charitable corporation created by Act of Congress of the United States (Tax ID# 53-0205923), ____ percent of the residue of my estate (or the sum of $_____), to be used at the discretion of said corporation."

A **bequest** of a percentage or a specific amount exceeding $5,000 will qualify the donor as a member of the prestigious Founders Club.

LIFE INCOME GIFTS/CHARITABLE GIFT ANNUITIES

A charitable gift annuity is an agreement between one or two donors and the National Society Daughters of the American Revolution. The donor transfers a gift of cash or other assets to the NSDAR and, in return, receives fixed payments for the rest of the donor's life and/or the lifetime of another person, if desired. Currently, the minimum gift for funding an initial annuity is $10,000 and the minimum for establishing a second annuity is $5,000. The minimum age for a life income beneficiary of a gift annuity is 65 years old. The minimum age of the beneficiaries is 55 years old, unless the payments are deferred until that age.

Age affects the rate of payment. Annuity rates are higher for older annuitants and lower for younger annuitants, based on life expectancy. Generally, gift annuity contracts are more appealing to older donors because the purchasing power of a fixed dollar return can shrink over any long period, even with inflation. Because the NSDAR is obligated to make payments for as long as the donor (or the person designated to receive payments) lives, a donor cannot outlive this source of income.

Annuity payments can be paid monthly, quarterly, semi-annually, or annually. The payment amount will be fixed and guaranteed for life in accordance with the rate tables approved by the American Council on Gift Annuities. It remains the legal obligation of the NSDAR to make these guaranteed payments. A portion of the income paid to the donor will be

considered a nontaxable return on the investment in the gift, which in addition to the potential charitable deduction, may further reduce the net cost of the gift depending on the donor's individual tax situation.

Gifts of cash, securities or other appreciated property are invested in the Charitable Gift Annuity Fund of the NSDAR. This fund is made up of securities approved and audited by the Investment Committee of the NSDAR. The fund is segregated from the operating budget of the NSDAR and is invested with and administered by a firm(s) selected by the Investment Committee, the Executive Committee and the National Board of Management.

The NSDAR will issue a formal gift agreement acknowledging a donor's gift to the Charitable Gift Annuity Fund. The gift agreement sets forth a description of the donor's gift and the amount of the annuity to be paid. The NSDAR will receive the balance of the gift at the donor's death or the death of the surviving annuitant.

A donation of a charitable gift annuity will qualify the donor as a member of the prestigious Founders Club.

FOUNDERS CLUB

In recognition of the prestigious legacy bestowed on the members of the National Society Daughters of the American Revolution by its four founders, the Founders Club was established in 2005 to acknowledge those members who have included NSDAR in their estate plans by naming NSDAR as a beneficiary of a will, trust, retirement plan, or insurance policy or who have established a charitable gift annuity. These members' planned gifts will enhance the financial security of the National Society beyond their lifetimes. Members of the Founders Club leave a lasting legacy for future members and for those who will benefit from their generosity.

Membership in the Founders Club is open to all donors who make one or more of the following gifts to NSDAR and provide the Office of Development with appropriate documentation of their gift:

- Make a monetary bequest to NSDAR by a will
- Designate NSDAR as the beneficiary of a trust
- Fund a charitable gift annuity through NSDAR
- Name NSDAR as a beneficiary of a life insurance policy or retirement plan
- Give tangible personal property ($50,000 minimum) or real estate to NSDAR

Members of the Founders Club are entitled to special benefits that show the gratitude of the National Society for entrusting their legacy to NSDAR.

- Founders Club Lapel pin
- Founders Club Member Certificate
- Authorization to purchase the Founders Club pin from NSDAR Official Jeweler
- Invitation to a special event during Congress hosted by the President General
- Creation of a named fund (minimum gift of $100,000)
- Donor recognition plaque (minimum gift of $500,000)

HERITAGE CLUB

The Heritage Club, established in 1998, recognizes the generosity of donors who have cumulatively donated $500 or more in current gifts to any NSDAR Program. Since its inception, the members of the Heritage Club have collectively contributed more than $25 million.

Charter members of the Heritage Club are those who qualified for membership during the period April 24, 1998–April 20, 2001.

These gifts to the National Society, the DAR Museum, the DAR Americana Collection, the DAR Library or other designated programs can include cash, securities, tangible or real property and other individual items with an appraised value of $500 or more. Members, their husbands, relatives and friends are eligible for membership.

Every level of membership is entitled to certain benefits. Pins for the official ribbon at each level of membership are available from the NSDAR official jeweler.

Qualification for the Heritage Club ensures the donor's participation in the future work of the NSDAR. There is no better endowment for future generations.

Levels of Heritage Club Giving

Diamond Level ($100,000 or more)

Benefits include: Invitation to special event with the President General during Continental Congress; invitations to special DAR events throughout the year; semiannual briefing from the President General; one-year subscription to the *American Spirit* magazine; special annual State of Organization briefing by an Executive Officer; Behind the Scenes tour of National Headquarters (not during Congress); seasonal print depicting the scenes at 1776 D Street NW signed by the President General; invitation to attend Heritage Club event held at state conference at least once during an administration; Heritage Club eNewsletter; Heritage Club Pin set with a diamond; Heritage Club lapel pin and certificate

Sapphire Level ($50,000 but less than $100,000)

Benefits Include: Invitation to special event with the President General during Continental Congress; semiannual briefing from the President General, one-year subscription to the *American Spirit* magazine; special annual State of Organization briefing by an Executive Officer; Behind the Scenes tour of National Headquarters (not during Congress); seasonal print depicting the scenes at 1776 D Street NW signed by the President General; invitation to attend Heritage Club event held at state conference at least once during an administration; Heritage Club eNewsletter; Heritage Club Pin set with a sapphire stone; Heritage Club lapel pin and certificate.

Emerald Level ($25,000 but less than $50,000)

Benefits Include: Invitation to special event with the President General during Continental Congress; one-year subscription to the *American Spirit* magazine; special annual State of Organization briefing by an Executive Officer; Behind the Scenes tour of National Headquarters (unavailable during Congress); seasonal print depicting the scenes at 1776 D Street NW; invitation to attend Heritage Club event held at state conference at least once during an administration; Heritage Club eNewsletter; eligibility to purchase Heritage Club pin with an emerald; Heritage Club lapel pin and certificate.

Aquamarine Level ($15,000 but less than $25,000)

Benefits Include: Invitation to special event with the President General during Continental Congress; special annual State of Organization briefing by an Executive Officer; Behind the Scenes tour of National Headquarters (unavailable during Congress); seasonal print depicting the scenes at 1776 D Street NW; invitation to attend Heritage Club event held at state conference at least once during an administration; Heritage Club eNewsletter; eligibility to purchase Heritage Club pin with an aquamarine; Heritage Club lapel pin and certificate.

Ruby Level ($10,000 but less than $14,999)

Benefits include: Invitation to special event with the President General during Continental Congress; special annual State of Organization briefing by an Executive Officer; Behind the Scenes tour of National Headquarters (not during Congress); seasonal print depicting the scenes at 1776 D Street NW; invitation to attend Heritage Club event held at state conference at least once during an administration; Heritage Club eNewsletter; eligibility to purchase Heritage Club pin with a ruby stone; Heritage Club lapel pin and certificate.

Pearl Level ($5,000 but less than $10,000)

Benefits include: Invitation to special event with the President General during Continental Congress; Behind the Scenes tour of National Headquarters (not during Congress); seasonal print depicting the scenes at 1776 D Street NW; invitation to attend Heritage Club event held at state conference at least once during an administration; Heritage Club eNewsletter; eligibility to purchase a Heritage Club pin with a pearl; Heritage Club lapel pin and certificate.

Amethyst Level ($2,500 but less than $5,000)

Benefits include: Invitation to special event with the President General during Continental Congress; seasonal print depicting the scenes at 1776 D Street NW; invitation to attend Heritage Club event held at state conference at least once during an administration; Heritage Club eNewsletter; eligibility to purchase a Heritage Club pin with an amethyst stone; Heritage Club lapel pin and certificate.

Peridot Level ($1,000 but less than $2,500)

Benefits include: Invitation to special event with the President General during Continental Congress; invitation to attend Heritage Club event held at state conference at least once during an administration; Heritage Club eNewsletter; eligibility to purchase a Heritage Club pin with a peridot stone; Heritage Club lapel pin and certificate

Topaz Level ($500 but less than $1,000)

Benefits include: Invitation to special event with the President General during Continental Congress; invitation to attend Heritage Club event held at state conference at least once during an administration; Heritage Club eNewsletter; eligibility to purchase a Heritage Club pin with a topaz stone; Heritage Club lapel pin and certificate

1890 ANNUAL GIVING CIRCLE

In 2009, the 1890 Annual Giving Circle was established to recognize those donors who make recurring annual gifts to the General Fund, thus providing for the everyday operating expenses of NSDAR and providing immediate funds to honor and preserve the legacy of our Patriot ancestors through DAR programs and operations.

Membership is based on the NSDAR fiscal year, from January 1 to December 31. All current donations to the General Fund qualify including <u>but not limited to</u> donations made through <u>the website, Sustaining Supporter Monthly Giving Program and</u> specifically designated mailings

throughout the year. Donors may purchase the 1890 Annual Giving Circle pin from the DAR Insignia Store after they have contributed a minimum of $500 to the General Fund during any NSDAR fiscal year period. In subsequent fiscal years, upon additional annual contributions, members may purchase the 1890 Annual Giving pin bars that reflect the member's giving level. Benefits and privileges are based on the level of giving and are awarded the fiscal year after donations are made.

Levels of 1890 Annual Giving Circle Giving

Topaz Level ($500-$999)

Benefits Include: Authorization to purchase the 1890 Annual Giving Circle pin, annual recognition in the *Daughters* newsletter, and library card with complimentary record copy.

Pearl Level ($1,000-$2,499)

Benefits include: All of the above, plus authorization to purchase the Pearl bar in place of the Topaz.

Ruby Level ($2,500-$4,999)

Benefits include: All of the above, plus authorization to purchase the Ruby bar in place of the Topaz.

Emerald Level ($5,000-$9,999)

Benefits include: All of the above, plus authorization to purchase the Emerald bar in place of the Topaz and early bird registration for Congress hotel rooms.

Sapphire Level ($10,000-$24,999)

Benefits include: All of the above, plus authorization to purchase the Sapphire bar in place of the Topaz.

Diamond Level ($25,000+)

Benefits include: All of the above, plus complimentary pins and bars and an invitation to the President General's Reception on Opening Night of Congress.

DAUGHTERS TRIBUTE

In celebration of the Quasquicentennial of the National Society and the women who have sustained its vital mission of service for 125 years, a legacy memorial called "The Daughters Tribute" was created in 2015.

It features two components:

- A permanent memorial within the D Street garden, designed to complement the Founders Memorial on C Street; and
- An electronic database accessed via the National Society's Digital Donor Wall that allows participants to honor individual members as follows:
  a) $25: names of both honoree and donor;
  b) $50: photo of honoree and names of both honoree and donor; and/or
  c) $100: photo of honoree, names of honoree and donor and a 100-word biography/testimonial. Members may be honored multiple times.

Proceeds from the Daughters Tribute benefit the Guardian Trust Fund. A member receives Heritage Club credit for her donation.

SUSTAINING SUPPORTER PROGRAM

The Sustaining Supporter program was developed in 2014 in order to provide a mechanism whereby Daughters could authorize automated, regular contributions to support the vital mission of the National Society. Donations may be for as modest as $5 per month, and participants are able to designate their monthly giving toward a variety of funds/purposes. Visit the "Giving" tab of the DAR Members' Website, or contact the Office of Development at 1 (800) 449-1776 for additional information.

A donor who makes a contribution and qualifies to receive or purchase the associated donor pin will be eligible for the pin if the contribution is made as a one-time, in-full payment *or* after the minimum donation is reached through cumulative giving via the Sustaining Supporter Program. An exception shall be for a Benefactor contribution to the President General's Project, which must be made as a one-time payment, in full, in an amount not less than the stated minimum donation.

NSDAR ENDOWMENT FUNDS

The National Society has four funds for the purpose of providing for the long-term financial support of its programs.

- **The Investment Trust Fund** was established by vote of the 63rd Continental Congress in 1954. The purpose is to have a fund from which the "income ... may be used for the general needs and work of the Society, including the maintenance of its properties." Duties were established specifically for trustees of

the fund. Details were established for the investments in the fund in order that "all principal of the fund shall be held by the trustees and invested by them ... in perpetuity and shall never be used or diverted for any other purpose."

- **The NSDAR Second Century Endowment Fund** was established, with many of the same details as the Investment Trust Fund, during the Society's Centennial Year. The purpose of this fund, established by vote of the 100th Continental Congress in 1991, was that the income be used for the current needs and work of the Society, including the funding of scholarships and awards.
- **The Heritage Fund** was established in 1998 at the 107th Continental Congress. The purpose is to provide both permanent and quasi-endowment for the unmet needs of the National Society. One-half of each gift is permanently endowed and the other half is quasi-endowed, allowing the National Board of Management the discretion of its use. Income is unrestricted and may be used for general purposes.
- **The Guardian Trust** was established during the Society's Quasquicentennial celebrations at the 124th Continental Congress to permanently endow financial security for the preservation and restoration of the Society's headquarters, as well as to fund immediate restoration needs of Constitution Hall.
- There are also numerous funds established to provide income for scholarships and awards, and to provide operating support for the DAR-supported schools. These funds are maintained in the **Combined Investment Fund**. Any gift of $250,000 or more may create a named fund for a designated purpose.

A member designating the NSDAR in her will may specify the Guardian Trust Endowment, the Investment Trust Fund, the NSDAR Second Century Endowment Fund, the Heritage Fund, or one of the Society's many other programs as the repository of her bequest, if she so desires.

PINS FOR CONTRIBUTIONS

For further information, see Chapter XII.

CHAPTER IX

CHAPTER INFORMATION

Although a member is first a member of the National Society, it is through the chapter that she begins her participation in the DAR.

RESPONSIBILITIES OF THE CHAPTER

All chapter members should feel that they are an integral part of the chapter. It is important that members of a chapter know one another and be involved in chapter activities. It is important to provide all members the opportunity to serve as officers and committee chairs. Prolonged service in one office or committee chair does not promote a healthy chapter.

The chapter should be aware of the materials available to keep members informed about the National Society, including the *DAR Handbook and National Bylaws*; ~~the *DAR School* booklet;~~ *American Treasure: the Enduring Spirit of the DAR;* and other items. All may be ordered from the DAR Store in the Office of the Corresponding Secretary General. Many of the materials may be viewed online on the DAR Members' Website. Information regarding protocol is available by accessing Protocol Notes on the DAR Members' Website at http://members.dar.org/committees/protocol.

Attendance at district and state meetings and Continental Congress should be encouraged, as should visiting DAR Headquarters buildings in Washington, D.C. The Outstanding Junior member and the 10-, 20-, 25-, 30-, 40-, 50-, 60-, 65-, 70- and 75-year members should be honored with the appropriate ceremonies and certificates. Shut-in members and those no longer able to attend chapter functions should be contacted regularly. New members should be welcomed with the "Welcome Service for New Members" included in this chapter and immediately involved in activities.

Chapter Name

Whenever the chapter name is written, it should have a comma and the letters NSDAR after the word "chapter".

Chapter Computer Code

Every chapter in the National Society has been assigned a chapter computer code number for easy identification. Each series of digits and letters has a meaning. For example, the number 1-026-NY: The first digit, 1, identifies the original division; the three digits following the dash, 026, identify the chapter within the state; while the final two letters, NY,

identify the state. Thus, by entering these few characters in our computer system a specific chapter can be located and identified. In all correspondence, identify the chapter by using the chapter computer code.

Chapter Official Membership Count

The official membership count is the total number of members in a chapter or state as of January 1. The count reflects new members by application, members who paid dues, members who did not pay dues, reinstatements, transfers in, transfers out, resignations and deaths reported to the Office of the Organizing Secretary General, prior to December 31. To count a reinstatement as a membership gain for credit on the Chapter Achievement Award, a member must have been dropped or resigned for more than two years.

DAR Membership Year

The DAR Membership Year is January 1 to December 31. New members are admitted to membership on the fifth of every month by an electronic vote of the National Board of Management and reported by the Recording Secretary General. Members whose dues are delinquent are dropped the last day of February. Reinstatements, transfers in/out, resignations and deaths are recorded when received by the Office of the Organizing Secretary General.

Employer Identification Number (EIN)

Each chapter has its own nine-digit EIN issued by the federal government. This EIN is to be used for bank accounts and on tax and other federal forms. The Office of the Organizing Secretary General has a list of all EIN numbers issued to date. Please check with this office *before* applying for a new number.

Chapter Charter

A charter is a visible record of the organization of a chapter. It bears the date of organization, name and location of the chapter, a list of the first officers and the names of the organizing and charter members. The charter is signed by the President General, Recording Secretary General and Organizing Secretary General.

Chapter charters are available to all chapters upon request from the Office of the Organizing Secretary General. A chapter charter application form must be completed according to instructions. A fee is charged for the chapter charter, plus the cost of adding the names of the charter members and chapter officers.

Charter members include all organizing members of a chapter whether transferred or newly admitted. A newly organized chapter has the option of holding its charter open for a year so that members joining the chapter within the year may be classified as charter members.

A charter is optional. They are numbered in the order in which Application is made.

Chapter Bylaws

Chapter bylaws are the basic instrument of the chapter, setting forth its purpose; the rules by which it operates; rights and responsibilities of officers, chairs and members; and assuring continuity in chapter work. A chapter is confirmed by the National Society and is governed by its actions. A chapter is also, in most instances, part of a state organization.

The chapter bylaws may be written to meet the needs of the chapter as long as they do not conflict with the NSDAR National Bylaws and the state bylaws. "Any amendment to the *Bylaws of the National Society* shall become the law of the chapters and states without further notice." Although some sections of the NSDAR National Bylaws have been interpreted as binding on chapters (and states), these sections are not required for the chapters (and states). For example: the provision that no National Chair may serve more than two consecutive terms in the same chair does not apply to Chapter or State Chairs. "The rulings of the National Society shall be binding upon each state organization and each chapter and the State Regent and state board of management shall be responsible for compliance within each state."

A Model for Chapter Bylaws may be found on the DAR Members' Website. It was developed to serve as a guide for an established chapter amending its bylaws. A model (with expanded guidelines) for a chapter writing its first set of bylaws is included in the organizing packet. The Model for Chapter Bylaws document may be obtained by e-mail from the Office of the Organizing Secretary General.

CHAPTER OFFICERS

The chapter officers recognized for the transaction of business with the National Society shall be the Regent, the Vice Regent, the Recording Secretary, the Treasurer and the Registrar. Each chapter shall have these five officers and no member shall hold two of these offices, except in chapters with 30 or fewer members. The offices of Chapter Regent, Chapter Recording Secretary and Chapter Treasurer shall be held by three separate chapter members in all chapters.

Any member accepting office must realize that study is necessary to cooperate properly with the state and the National Society. Each chapter officer should study parliamentary procedure and the duties of her particular office as outlined in the chapter bylaws. Each chapter officer should be familiar with the information presented in this publication.

It is not necessary for every officer to report at every meeting; however, at the annual meeting every chapter officer should present a typed report of the work of her office.

An officer should deliver to her successor all books and papers belonging to the office within two weeks of the new officer's installation. The outgoing officer should retain a signed copy of the inventoried list.

Election of Officers

Following the first year, all chapter officers must be elected by the chapter membership in accordance with the chapter bylaws. The results of the election must be reported immediately by the Chapter Regent to the Office of the Organizing Secretary General on forms provided by the National Society. The chapter officer changes may be e-mailed, faxed, mailed, or preferably processed through e-Membership, Updates and Chapter Officers. This report must include each officer's name, national number, current address, phone number, date of election, length of term, signature of current regent and chapter computer code number. Changes in officers are to be reported as they occur to the Office of the Organizing Secretary General.

A Chapter Regent may not serve more than six consecutive years, except by permission of the National Board of Management.

To help ensure the good health and vitality of a chapter, term limits should be given serious consideration for all officers. As stated in Robert's Rules of Order, "… a reasonable rotation in office is desirable in almost all organizations." Officers should be selected based on their abilities and interests; to keep the chapter viable, incumbents are encouraged to seek out and train/mentor replacement officers. A member who has served more than half a term in any office shall be considered to have served a term

CHAPTER EXECUTIVE BOARD

An executive board is not necessary in a small chapter holding frequent meetings unless the chapter chooses to use one in the summer months when the chapter does not meet. An executive board becomes increasingly more important in a large chapter where difficulties arise in holding frequent meetings of the entire chapter.

The amount of responsibility delegated to an executive board should be determined by the size of the chapter. Generally, it is wise to transact as much business as possible in the chapter itself. Interest will be maintained if the chapter, rather than the board, is permitted to shape its policies. An executive board should always be subject to direction of the chapter and should act only when action by the chapter is impractical.

The minutes of the executive board are approved by the board, not the chapter. A report of action taken by the board should be read to the chapter and recommendations of the board should be referred to the chapter for action.

It is not wise to use past officers and appointed chairs of committees on the executive board; no one receives the right to vote by virtue of an appointment or because of a past office.

CHAPTER REGENT

In order to be elected a Chapter Regent, a member must have held membership in the chapter for at least one year and a Chapter Regent may not serve for more than six consecutive years. A temporary exception to these bylaws may be granted by the National Board of Management [NSDAR National Bylaws, Article XIII. Chapters. Section 6 (b) and (c)].

It is not necessary to know all details of the Society's work to become a Chapter Regent; however, it is necessary for any member who wishes to succeed as a regent to master the requirements of this office as soon as possible after election. Through the *DAR Handbook and National Bylaws*, the National Information Packet (NIP) and the *Chapter Regent's Manual* (available online), the regent should become familiar with the National Society and its programs. The work of the various national committees is outlined and should form the basis of the chapter work. In small chapters it may be necessary to combine several committees under one chair. With proper grouping and planning all activity may be promoted. However, smaller chapters may select those areas of programming of greatest interest to them.

Committee work should be planned to stress the objectives of the Society: to promote historic preservation, education and patriotism. The Chapter Chair must report the activities of her committee to the corresponding State Chair who will then report to the National Vice Chair. The **Chapter Master Report (CMR)** is used for these reports. It is the responsibility of the Chapter Regent to ensure that the CMR for her chapter is completed and returned to the person designated by her State Regent. From the response to these questionnaires, a summary of chapter activities under each committee is prepared by the state and National Chairs for the annual state conferences and Continental Congress. Reports to Continental Congress fulfill the Act of Incorporation to report annually to the Secretary of the Smithsonian Institution concerning our proceedings.

The Chapter Regent should prepare an order of business for each chapter meeting. Business meetings should start on time and end on time. The regent should be familiar with parliamentary law and with the bylaws

and other rules of her chapter, the state and National Society. The regent should enforce the rules of debate, order and decorum within the chapter. For the "Order of Business for Chapter Meetings" and aids to parliamentary procedures, see Chapter XIII.

The Chapter Regent has valuable contacts with the state board. It is her duty to pass on to her officers and chairs the information acquired at these meetings.

Chapter Achievement Awards Form and Other Reports

The Chapter Achievement Awards Form, which is included in the National Information Packet and is to be completed online, serves as a guide to the chapter when planning chapter activities, contributions, programs and service. A chapter may strive to achieve a Level One, Two or Three award. The level attained is a measure of the chapter's performance for the year. Each chapter must obtain new members to remain viable. It is also important to retain members and promote the ideals and objectives of the National Society. Paying national dues on time, subscribing to *American Spirit* magazine and completing the Chapter Achievement Awards Form are all extremely important. Each chapter should be proud of its accomplishments. The level attained, whether it be One, Two, or Three, is the result of the efforts put forth by the members for the purpose of carrying out service to God, Home and Country.

Other reports that must be completed by the Chapter Regent include the **Chapter Credentials form** for both Continental Congress and state conference and the **Chapter Officer Report.**

National Information Packet

The Chapter Regent will receive additional instructions from the National Society. The National Information Packet (NIP), emailed to each Chapter Regent in the first year of National Administration, is updated and available online the second and third years; it contains project information and directives to supplement information found in this publication. The National Information Packet includes contribution forms, project outlines, marker report blanks, important contest instructions and deadlines, as well as opportunities for recognition of individuals. The National Information Packet should be retained by the chapter as only updates will be mailed the second and third year of National Administrations. The National Information Packet is online at the DAR Members' Website or may be ordered from the DAR Store in the Office of the Corresponding Secretary General. Additional information and forms are available on the DAR Members' Website, as not all forms are printed in the NIP. The Chapter Regent should read, study and make notes of all material received, as it will be helpful in planning the chapter activities for the year.

Vacancies in Office

In case of a vacancy in the office of Regent, the First Vice Regent automatically becomes Regent for the unexpired term, unless the Chapter Bylaws expressly provide otherwise. Any other Vice Regents are advanced in rank and the vacancy is filled in the lowest-ranking vice regency according to whatever method for filling vacancies in specified in the chapter bylaws. If the First Vice Regent becomes Regent she exercises all the functions, except she cannot change the policy, plans or appointments of the Regent who was the elected executive officer.

Chapter Vice Regent

The National Society recognizes only the First Vice Regent as an alternate to the regent. The Vice Regent should be versed in parliamentary law, know the rules and be prepared to preside at any time. Unless quick action is needed, she does not appoint any committee that the meeting may authorize but refers the appointment to the regent. Large chapters may find it necessary to have several Vice Regents.

Honorary Chapter Regents

Chapters may have Honorary regents but have no other Honorary officers or any Honorary members. In order to attain the status of Honorary Chapter Regent, a member must have held the office of Chapter Regent and must be elected as an Honorary Chapter Regent at a regular chapter meeting. If there are to be Honorary regents, they must be authorized by the chapter bylaws. An Honorary office entails no duties and does not conflict with a member holding a regular office or being assigned any duty. If an Honorary Regent's pin is to be authorized by the Office of the Organizing Secretary General, a copy of the chapter bylaws along with the minutes of the meeting at which she was elected must be sent with the order for the pin. The Chapter Recording Secretary or Treasurer may sign the order form.

CHAPTER TREASURER

The Treasurer should prepare a written report on the status of the chapter's finances and transactions for each chapter meeting. The Chapter Regent and Recording Secretary should be given a copy of this report. A brief summary may be given to the members stating the current balance, or beginning balance with receipts and disbursements and total balance. It should not contain details of dates nor separate payments, which are a hindrance to understanding the report. The report requires no action by the members.

The books of the Treasurer should be audited annually. In most chapters a committee appointed by the regent for this purpose may

complete the audit. In larger chapters and chapters owning property such as a chapter house, the audit is usually completed by an accountant. The assembly adopts the report of the Auditing Committee.

The Chapter Treasurer, the Chapter Regent and one or two other chapter members appointed by the regent prepare the annual budget for the chapter. A record of income and expense from the previous year and the Chapter Achievement Award form will assist in this procedure. The budget is prepared using the anticipated income (dues, interest on accounts, fundraising activities) and expenses (national and state dues, meeting room rent, speaker expenses, postage, supplies, prizes and awards and contributions to national and state projects) for the year. The general fund balance is not included in the budget. The budget is approved according to the chapter bylaws and becomes the guide for chapter activities and expenditures.

The Chapter Treasurer forwards to the Office of the Organizing Secretary General a check for the annual national dues as specified in the instructions accompanying the Chapter Dues Invoice. For the reinstatement of a member, the Chapter Treasurer sends to the Office of the Organizing Secretary General a remittance form and a chapter check payable to the Treasurer General, NSDAR. Application fees accompanied by annual national dues should be sent to the Office of the Registrar General accompanied by a chapter check that includes the Application fee and current annual national dues. Supplementals should be sent to the Office of the Registrar General with a chapter check to cover the cost of the Supplemental.

To receive credit for donations, chapters should send funds through the proper channel: Chapter Treasurer to State Treasurer to the Office of the Treasurer General. This includes contributions and gifts for the President General's Project, the DAR Museum and Library, Friends of the DAR Schools and scholarships. In this way, credit on both the state and national level is assured. If the donation is to be credited to an individual member, it must be accompanied by the DEV-1003 Donations and Contributions form and sent to the Office of Development.

The Chapter Treasurer forwards remittances to the State Treasurer according to the procedure established in her state directives. The chapter books should be kept up-to-date, in order and audited annually. The National Society may request the books of the Chapter Treasurer at any time and must receive them with little, if any, advance notice. She is also required to send an annual financial statement to the State Treasurer following the close of the chapter's fiscal year.

The Guide for Chapter and State Treasurers has been revised and is available online in the DAR Members' Website.

See also the Treasurer General and Organizing Secretary General sections in Chapter V, The National Organization.

Chapter Dues

The Chapter Treasurer sends the annual national dues for the members in her chapter to the Office of the Organizing Secretary General, by Chapter Direct Deposit no later than the first day of December or with a chapter check or money order payable to the Treasurer General, NSDAR, showing a cancellation date from the U.S. Postal Service, or another carrier, no later than the first day of December. Dues collection is based on the calculated total on the Chapter Dues Invoice which is forwarded electronically from NSDAR in August and available on e-Membership. Contact the Office of the Organizing Secretary General with further dues remittance questions. The chapter bylaws should require that the dues of its members be paid sufficiently in advance so that there will be no doubt of the annual national dues being received in the Office of the Organizing Secretary General on or before December 1.

The Chapter Dues Invoice with instructions for completion are mailed to the Chapter Treasurer in August. The completed Chapter Dues Invoice must be returned per the instructions if paying by check of money order. No paperwork is required to be sent to National if paying online via Chapter Direct Payment.

A member whose dues remain unpaid on the first day of December is in arrears and is no longer entitled to the privileges of a member in good standing. She may neither resign nor transfer and may not vote as a delegate or alternate at meetings of the state or National Society nor be a representative of the chapter at such meetings. Prior to February 1, the Chapter Treasurer will receive notice of chapter members with unpaid annual national dues. The Chapter Treasurer must contact each member to inform her that dues must be paid and received by the Office of the Organizing Secretary General, postmarked on or before the last day of February. If the national dues of a member remain unpaid on the last day of February, her membership in the National Society will be terminated and her name removed from the membership roll. Only the National Society may terminate a member for non-payment of dues.

Dues Refund: It is imperative that the Chapter Treasurer follows the directions that accompany the Chapter Dues Invoice prior to mailing dues payment to Headquarters. If an overpayment is received from the chapter, there will not be a refund unless the Office of the Organizing Secretary General receives a written request from the chapter by March 1. All refund requests will be processed after March 1. Refunds will not be made for overpayments less than $50.

Carrying Members in Arrears

Some chapters have a special fund for payment of national and state dues for members whose finances would make resignation necessary. The Chapter Regent and Chapter Treasurer may be the only officers (or persons) aware of members needing this assistance. It is inadvisable for chapters to carry members in arrears unless there is a special fund

provided for this purpose. A chapter taking this responsibility must be prepared to assume other per member obligations such as contributions to the President General's Project and assessments imposed by the chapter and states. Chapters must be very careful not to discriminate between members if this responsibility is undertaken. Individual members or friends may choose to take this responsibility.

Representation at Congress

Representation of a chapter at Continental Congress is determined by the number of chapter members whose dues have been received by Direct Chapter Payment no later than the first day of December or in the Office of the Organizing Secretary General, showing a cancellation date from the U.S. Postal Service, or another carrier, no later than the first day of December preceding Continental Congress and credited on the books of the Treasurer General. Failure to follow the requirements of the NSDAR National Bylaws may result in the loss of chapter representation and voting rights.

For further information see "Representation" section in Chapter XI.

CHAPTER REGISTRAR

The Chapter Registrar keeps the membership record of the chapter, including the Application and Supplemental papers. The Registrar brings to the chapter the names of all prospective applicants. Once the chapter has voted to accept the prospective as a member, the Registrar assists her with the Application process. The Chapter Registrar ensures that the Application paper is complete including all necessary signatures and that the submitted documentation meets DAR standards for verification. She then has the Treasurer prepare a chapter check for the amount of the Application fee and current annual national dues made payable to the Treasurer General, NSDAR and mails the Application to the Office of the Registrar General. Refer to the DAR Members' Website for the proper amount to remit (Applications/Supplementals, then Fees and Policies). Check carefully the amount of postage required to send an Application, since proof documents will increase the amount of postage. It is suggested that Applications be sent by registered mail with a return receipt requested.

The Registrar should carefully review all Supplemental Applications submitted by members. A chapter or personal check made payable to the Treasurer General, NSDAR, should be attached to the Supplemental before mailing it to the Office of the Registrar General.

A Chapter Registrar keeps a file of the membership Applications and Supplemental Applications that are pending. A copy of the submitted Application and documentation should be retained in the file for reference until the Application (or Supplemental) is verified and the verified copy is available for download to the chapter.

The Chapter Registrar must report all membership changes as they occur by e-mail or on a Membership Change Form to the Office of the Organizing Secretary General. These changes include transfers and changes in marital status. Deaths, resignations or changes in address may be reported by e-mail, on the Membership change Form or through e-Membership and Updates.

Daughters serving as Chapter, State and National Registrars and/or those serving as members or chairs on the Chapter, State and National levels of the America 250! Membership Task Force and the Membership, Lineage Research and Volunteer Genealogists committees may *not* charge any prospective NSDAR member for genealogy research or the preparation of Application papers. Members who are not serving as registrars and/or as members of the cited committees/task force *may* charge a fee. This policy applies even if the member is a professional genealogist, and these restrictions do not apply for Supplemental papers. A member may be reimbursed for out-of-pocket expenses that she incurred to obtain vital records, attain documentation and/or postage, upon presentation of an itemized statement with receipts.

Membership Change Forms are available on the DAR Members' Website under "Forms and Publications," "Executive Officers" and "Organizing Secretary General." ~~It may also be obtained from the DAR Store in the Office of the Corresponding Secretary General by including a self-addressed stamped envelope with the request. These forms may be photocopied.~~ When a Membership Change Form is not available, the following information must be sent: the chapter name, chapter computer code and the Chapter Registrar's name. For the following categories please include:

- Change of postal or e-mail address: national number, full name of member and new address
- Death: national number, full name, date of death (if known)
- Marriage or Divorce: national number, former name, present name, husband's name, address
- Member Received by Transfer In: national number, full name, name of chapter from which member is transferring, or from member-at-large. (When completing a transfer during August, September, October or November, see instructions in "Chapter III, Changes in Membership Status and Procedures – Transfer.")
- Transfer to Member-at-Large: national number, full name and present address
- Resignation: national number and full name

The Guide for Chapter Registrars has been revised and is available online under the Registrar General's section of forms and publications.

See also Chapter IV and Registrar General's section in Chapter V, The National Organization.

Reporting Member Deaths

Although the Chapter Registrar maintains all membership records, deaths of chapter members may be reported to the State Registrar and State Chaplain by either the Chapter Registrar or the Chapter Chaplain. Several states have requested that the Chapter Chaplain report the death of a member to the State Chaplain by sending the following information for the deceased: national number; full name; full name of husband if married; date and place of death; title of each state and/or national office and state and/or National Chairs held with dates of service for each. It is recommended that the chapter keep a listing of the service record for each of its members.

Only deaths of current or past members of the National Board of Management are reported to the Chaplain General.

Marking the Grave of a Deceased Member

A 1991 DAR ruling states that any woman ever accepted as a DAR member is eligible to have a DAR Insignia marker placed at her grave site, provided permission has been obtained. The ruling also allows a member to apply during her lifetime for permission to have her grave marked.

Effective June 2000, the Office of the Historian General has granted permission to Chapter Regents to authorize the purchase of DAR Insignia grave markers to be placed at the site of a DAR member's interment. The guidelines are:

- A request for purchase and placement of a DAR Insignia grave marker will be made to the chapter in which the membership is/was held.
- The Chapter Regent is authorized to verify the DAR membership and then complete the permission form issued and signed by the Historian General. The signed permission form is to be sent to an authorized firm to purchase the DAR Insignia grave marker. (For authorized firms, see Document No. HG-1001, National Information Packet. Also available on the DAR Members' Website.)
- After the grave is marked, the chapter is to complete and send the DAR Member Marker Report Form to the Office of the Historian General. A copy of this form is also to be sent to the State Historian. The member's file will be updated to record the location of the cemetery and date the marker was placed.
- If a member wishes to have the DAR Insignia etched into the headstone, please forward the request to the Office of the Historian General, which will send the Insignia pattern and instructions for etching.
- If membership in the chapter cannot be verified, please contact the Office of the Organizing Secretary General.

By special request, chapters may purchase as many as six DAR Insignia markers to have on hand to be placed at the time of a deceased member's burial. The chapter, however, must receive permission before placing any of these markers held in reserve.

MODEL FOR CHAPTER BYLAWS

A model set of bylaws has been developed to serve as a guide when writing, amending or revising chapter bylaws; a copy of the most recent model may be found on the website Page of the Organizing Secretary General on the DAR Members' Website. Requirements of the chapter are of primary importance and the model may be adjusted so long as the bylaws do not conflict with the Bylaws of the National Society or those of an existing state organization.

WELCOME SERVICE FOR NEW MEMBERS

Following the Opening Ritual, the regent introduces the chair of the Membership Committee who will present the new member(s) to the chapter and then say, "You are welcomed as a member of the National Society Daughters of the American Revolution and the _____ Chapter.

Your eligibility for membership has been certified by the National Society by verification of proven lineal descent from an ancestor who gave aid to American colonists during the American Revolution.

The National Society was organized by Eugenia Washington, Mary Desha, Ellen Hardin Walworth and Mary S. Lockwood, patriotic and dedicated women. They founded the organization for the purpose of cherishing, maintaining and extending the institutions of American freedom for which Americans fought and died.

The chaplain will give the Oath of Membership in the National Society Daughters of the American Revolution."

CHAPLAIN: Please raise your right hand and respond in the affirmative to the following questions.

Do you promise faithful loyalty to the Bylaws of the National Society Daughters of the American Revolution, the State Society (or Organization) and _____ Chapter, God being your helper?

RESPONSE: I do.

CHAPLAIN: Do you promise faithfully to uphold the Constitution of the United States of America, God being your helper?

RESPONSE: I do.

CHAPLAIN: Do you promise that at all times you will promote the objectives of the National Society to the best of your ability, God being your helper?

RESPONSE: I do.
CHAPLAIN: May we pray. Our Heavenly Father, we lift our hearts in prayer, grateful for the blessings of liberty and for the privilege of membership in the National Society Daughters of the American Revolution. We thank you for this (these) new member(s) who is (are) willing to give her (their) time, thought and talent in service to the National Society. May her (their) service be pleasing to her (them) and to you.

YEARBOOKS

The chapter yearbook is a directory and a schedule for the year for members. It should be an attractive, simple booklet prepared at minimum expense.

Chapter yearbooks are no longer judged by the National Society. State officers should be contacted regarding yearbook contests on the state level.

The Office of the Reporter General has video, slide, manuscript and DVD programs for chapter use. Lists of these are available on the DAR Members' Website homepage, left navigation bar "Chapter Programs." Manuscripts may be downloaded and printed for use. Programs in other media may be ordered from the Office of the Reporter General.

CHAPTER – ORGANIZING, MERGING, NAME OR LOCATION CHANGE, DISBANDMENT AND DISSOLUTION

According to the NSDAR – National Bylaws, a chapter may be organized with no fewer than 12 members in a city, town or village, or if overseas with not fewer than eight members resident in the country where the chapter is located. [NSDAR – National Bylaws, Article XIII. Chapters. Sections 2 and 19(a)]

Procedure for Organizing a Chapter

The National Society has detailed instructions for the organization of a chapter assembled in an organizing packet. Following the State Regent's appointment of an organizing regent this packet is forwarded by the Office of the Organizing Secretary General, 1776 D Street NW, Washington, D.C. 20006-5303; telephone (202) 879-3325; e-mail organizing@dar.org.

General Instructions:

1) Chapters may be organized in one of two ways: by selection and confirmation of an organizing regent at the request of the State Regent or by authorization from the National Board of Management to form a chapter in a given place without an organizing regent.

2) The number of members necessary for the organization of a chapter is 12. A chapter may be organized overseas with eight resident members.
3) The organizing regent must be a member-at-large. Following her appointment, she has one year in which to organize a chapter. At the request of the State Regent she may be re-appointed for one additional year.
4) The organizing regent should carefully follow the instructions from the Office of the Organizing Secretary General.

Procedure for Merging of Chapters

[NSDAR – National Bylaws, Article XIII. Chapters. Section 17]

Chapters desiring to merge should contact their State Regent for approval to begin the process.

1) At a meeting of the chapter members, a written ballot must be taken, with two-thirds vote of the entire membership of each chapter needed for approval of the merger. Those not attending may send letters containing their vote, for or against. No proxy voting is allowed. One member does not have the authority to vote for anyone else within the chapter. Contact the Office of the Organizing Secretary General for a sample letter and ballot; the sample letter and ballot is also available on the DAR Members' Website.
2) The results of the written ballots from both chapters shall be submitted to the Office of the Organizing Secretary General by the State Regent.
3) A name for the combined chapters shall be sent to the Office of the Organizing Secretary General at least two months preceding a National Board of Management meeting. If chapters wish to maintain one name, they may do so. If they wish to combine the names, however, they must be hyphenated.
4) When two chapters merge, the combined physical assets and all monies shall be for the use of the new chapter.
5) If charters have been issued for both chapters, they may be displayed together. A new charter will not be issued.
6) Newly merging chapters must elect officers within the guidelines set forth in the NSDAR – National Bylaws, with special attention to the fact that only one person may serve as regent.
7) Upon completion of the merger, the Office of the Organizing Secretary General will notify the chapter of their identification number (called EIN – Employee Identification Number). The Office of the Organizing Secretary General will notify the IRS of the merger and the EIN maintained.
8) Bylaws for the "new" chapter must be written and adopted, and copies must be sent to the State Parliamentarian.

Procedure to Change the Location or Name of a Chapter

Chapters desiring to change their location or name should contact the State Regent and obtain approval.

1) A meeting of the chapter membership is called.
2) Contact the Office of the Organizing Secretary General for a sample letter and ballot; the sample letter and ballot are also available on the DAR Members' Website.
3) A majority of all chapter members must favor a location change.
4) Two-thirds of all chapter members must be in favor of a name change.
5) Minutes of this meeting and vote results, with signatures, are sent to the State Regent for approval.
6) The State Regent forwards the results and signatures to the Office of the Organizing Secretary General with a request that the matter be presented at the next National Board of Management meeting. If approved, the change shall be made.

Automatic Disbandment

If the chapter membership falls below the required number, notification is sent to the Chapter Regent by the Office of the Organizing Secretary General. The chapter is given one year to bring its membership up to the required number. During this year the chapter should work to gain new members by arranging a genealogical or lineage workshop open to the public and/or a coffee, tea, or open meeting for prospective members.

If good cause is shown, the National Board of Management may grant an extension of time. If the chapter fails to bring its membership up to the required number, it will be presented for automatic disbandment. All members remaining on its membership roll will be transferred to member-at-large and so notified by the Office of the Organizing Secretary General.

Procedure to Disband a Chapter

[NSDAR – National Bylaws, Article XIII. Chapters Section 18]

1) Notify the State Regent and the Office of the Organizing Secretary General in writing of the reason(s) for requesting disbandment.
2) Following this written notice of intent, there shall be a waiting period of one year for reconsideration.
3) A special meeting is to be arranged with the State Regent or her representative to discuss alternatives to disbandment.
4) After the one-year waiting period, if the chapter still desires to disband, a vote of all chapter members is taken following the

instructions received from the Office of the Organizing Secretary General. Contact the Office of the Organizing Secretary General for a sample letter and ballot; the sample letter and ballot are also available on the DAR Members' Website.

5) The vote of out-of-town members may be taken by mail. No proxy voting is allowed.
6) The report of the vote to disband signed by two-thirds of the members, a copy of the minutes of the disbanding meeting and a copy of the ballots are forwarded to the State Regent.
7) The ballots, along with a note from the State Regent indicating that she is in favor of the disbandment, are forwarded to the Office of the Organizing Secretary General. Upon receipt of these ballots and the State Regent's approval, the chapter is presented to the National Board of Management for official disbandment.
8) A member may transfer to another chapter prior to the disbandment.
9) After a chapter is officially disbanded by action of the National Board of Management, the names of all members remaining on its membership roll are transferred to member-at-large.

Procedure for Dissolution of Chapters and Distribution of Objects and Records

By act of Continental Congress April 1997, ALL chapter bylaws are required to have an Article on Dissolution. It is also required that the article be the last article in the bylaws. The mandated language for chapter bylaws adopted by the National Board of Management in February 2000 is in "Model for Chapter Bylaws," found on the DAR Members' Website.

Specific distribution of objects or assets may be listed in chapter bylaws dissolution article ahead of the mandated language, or may be adopted in standing rules of the chapter. The approved language is a legal safety precaution for proper distribution where no other instructions exist. The following procedures incorporate those previously used and may be reworded. **The mandated language in the model bylaws is a legal requirement and must be in the chapter bylaws.**

1) Prior to dissolution, distribution of items such as historical documents, artifacts or contributions to a DAR project(s) may be determined by the chapter or the executive board.
2) Property or a building owned by the chapter must be disposed of according to Section 501 (c) (3) of the Internal Revenue Code, which specifies that "no money shall inure to a member of the chapter." Chapters are subject to this provision of the tax code. See Model for Chapter Bylaws.

3) Upon disbandment or dissolution, the chapter's copy of the original Application papers and Supplemental papers must be delivered to the individual members. If a member cannot be located, her Application/Supplemental paper becomes the property of the state organization.
4) The minutes (legal record) of the chapter and all other records must be sent to the State Regent or State Recording Secretary and become the property of the state organization.
5) The Chapter Regent's pin must be sent to the Office of the Organizing Secretary General along with any other pins that may belong to the chapter.

CALENDAR FOR CHAPTER REGENTS

The Chapter Regent should use the calendar as a guide, adding dates for state activities and state deadlines, such as the due dates for state dues, state conference credentials and reports. **Those holidays marked in bold are legal holidays when the DAR offices are closed.** This calendar is intended as a reference and is not all-inclusive. Some dates are subject to change; regents should check online for updates.

JANUARY
New Year's Day, January 1
Martin Luther King Jr. Day, 3rd Monday in January

- Fiscal year and reporting year of the National Society begins January 1.
- Election of delegates and alternates to Continental Congress is held according to chapter bylaws. The deadline to send this information to the National Society is by the 15th day of the second month preceding the month of Continental Congress.
- The Chapter Master Report (CMR) should be completed and returned according to the instructions from the state organization.
- The Chapter Treasurer will receive notice from the Office of the Organizing Secretary General of any chapter members with unpaid national dues. The Chapter Treasurer should contact each member listed stating that her annual national dues must be paid and postmarked to the National Society on or before the last day of February or membership is automatically terminated. Members-at-large will receive notice from the Office of the Organizing Secretary General.

FEBRUARY

Presidents' Day, third Monday in February

Abraham Lincoln's Birthday, February 12

George Washington's Birthday, February 22

- Chapter Treasurer collects dues from all members in arrears and remits to the National Society on or before the last day of February.
- A regular meeting of the National Board of Management is held.
- Chapter Achievement Award questionnaire should be completed and returned as directed.
- February 15: Deadline for DAR Scholarship Applications.
- February 25: Deadline for all contributions for Chapter Achievement Award credit to be received by the Treasurer General.
- Chapter Regents will receive Chapter Credentials Packet for Continental Congress by mid-February. Questions should be directed to the Office of the Organizing Secretary General.
- Members whose dues for the year have not been credited on the books of the Treasurer General are automatically dropped from membership in the National Society.
- Chapters set their own deadlines for the American History Essay Contest and Patriots of the American Revolution DAR High School Essay Contest which must, however, coordinate with the deadlines set by their state. A chapter's winning essays need to be sent to their State Chair of the American History Committee by the state's deadline. The winning essays of the states' competitions need to be forwarded to National Division Vice Chairs by **February 15**. The essays that win on the divisional level need to be forwarded to the National Chair by March 15.

MARCH

- Elections of delegates and alternates to Continental Congress should be held no later than this month in order to meet the national deadline for receipt by the 15th day of the second month preceding the month of Continental Congress.
- Election of chapter officers should be held no later than March regardless of month in which these officers are installed to ensure arrival of changes in chapter officers in the Office of the Organizing Secretary General before the April 1 deadline. A form is included in the previous year's National Information Packet and on the DAR Members' Website.

APRIL

The American's Creed Day, April 3
Battle of Lexington and Concord, April 19, Patriot's Day

- Topic for the upcoming American History Essay Contest is released by the Office of the Historian General no later than April 1 of each year.
- Chapter officer updates must be submitted to the Office of the Organizing Secretary General by e-mail, fax, the postal service or via e-Membership, Updates and Chapter Officers.
- The completed Chapter Credential Forms must be postmarked on or before April 15 and returned to the Office of the Organizing Secretary General.

MAY

Armed Forces Day, usually third Saturday in May
Memorial Day (Decoration Day), Last Monday in May

- School authorities should be contacted for permission to distribute information concerning the various DAR school-related contests.

JUNE

Flag Day, June 14

- Chapter Regent will receive electronic version of the National Information Packet (NIP) in its entirety during the first year of each new administration. Only updates will be emailed in the second and third years of National Administrations. The NIP contains directives, guidelines, order blanks and forms. Copies of the information should be distributed to the corresponding state and chapter officers and chairs. Guidelines, new projects and deadlines should be noted as plans are completed for the coming year. Original copies of all information should be filed for future reference.
- Continental Congress meets in late June or early July.

JULY

Independence Day, July 4

- Continental Congress meets in late June or early July.
- Dues submitted with the Application for a member admitted or reinstated on or after July 5 shall be credited for the next fiscal year beginning January 1.

- Two regular meetings of the National Board of Management are held: one preceding and one following Continental Congress.

AUGUST

- Chapter Dues Invoice with full instructions for completion will be emailed to the Chapter Treasurer the end of August. Return the completed form and chapter check or money order to the National Society postmarked on or before December 1. Member-at-large invoices with instructions will be sent to the members-at-large.
- Officers and chairs should be assisted with plans and objectives for the year. The Guide for Chapter and State Treasurers and the Guide for Chapter Registrars are available on the DAR Members' Website.
- The Chapter Master Report is available online by the end of the month.

SEPTEMBER

Labor Day, First Monday

Citizenship Day and Constitution Day, September 17

Constitution Week, September 17–23

- Constitution Week should be celebrated with displays, programs and proclamations.
- Officers and chairs should be assisted with plans and objectives for the year.
- Elect a Chapter Outstanding Junior Member; contest application deadline is October 31.

OCTOBER

National Society founded, October 11, 1890

National DAR Day of Service, October 11

Columbus Day, October 12

Columbus Day observed, second Monday in October

- A regular meeting of the National Board of Management is held.
- NSDAR Day of Prayer – The date is based on determining the Sunday closest to the date of the founding of the DAR: October 11, 1890. The date will vary yearly.
- October 11: National DAR Day of Service, or select an adjoining date that works best for the local chapter

NOVEMBER

Election Day, first Tuesday after the first Monday in November

Veterans Day, November 11

Thanksgiving Day, fourth Thursday in November

- Names of members who wish to resign in good standing must be sent to the Office of the Organizing Secretary General postmarked no later than November 30.
- The Chapter Treasurer must submit the completed Chapter Dues Invoice via Chapter Direct Deposit or along with a chapter check or money order payable to the Treasurer General, NSDAR for the annual national dues payment for members of her chapter, to the Office of the Organizing Secretary General. Chapter Direct Payment must be received no later than December 1. Checks or money orders must show a cancellation date from the U.S. Postal service or another carrier no later than December 1.
- A member-at-large returns the dues invoice to the Office of the Organizing Secretary General along with a check or money order payable to the Treasurer General, NSDAR, showing a cancellation date from the U.S. Postal Service or another carrier no later than December 1.
- A member whose dues have not been received by Chapter Direct Payment no later than December 1 or by check or money order in the Office of the Organizing Secretary General, showing a cancellation date from the U.S. Postal Service or another carrier no later than December 1 is in arrears and loses the privileges of a member in good standing. She may neither resign nor transfer, may not vote for delegates or alternates to meetings and may not represent her chapter at such meetings.

DECEMBER

Bill of Rights Day, December 15

Christmas Day, December 25

- Outstanding Teacher of American History Contest: State-winning dossiers for each year's contest must be sent to the Historian General (at her home address) by December 15.

Refer to Chapter XIV for the Order of Business agenda for a chapter meeting. The chapter meeting may be opened with scripture and prayer, selected by the Chapter Chaplain, or you may use one of the following rituals:

CHAPTER MEETING OPENING

GAVEL
ASSEMBLY STANDING
REGENT: By virtue of the authority vested in me as regent of _____Chapter of the National Society Daughters of the American Revolution, I now declare this meeting in session. Please remain standing through the singing of the first (and last) stanza(s) of the national anthem.
REGENT: To perpetuate the memory and the spirit of the men and women who achieved American Independence; to promote the development of an enlightened public opinion; and to foster patriotic citizenship—these are the objects of our Society, Daughters of the American Revolution.
CHAPLAIN: Guard that which is committed to your trust.
— *1 Timothy 6:20*
RESPONSE: Yes, I have a goodly heritage.
— *Psalm 16:6*
CHAPLAIN: You shall remember all the way which the Lord your God has led you.
— *Deuteronomy 8:2*
RESPONSE: Blessed is the nation whose God is the Lord.
— *Psalm 33:12*
CHAPLAIN (or COLLECT): Our Father in Heaven, we thank You for Your abiding presence in the life of our country. We thank You for all those yesterdays of our human race whose lessons and fulfillments have become a heritage to us. Continue, we pray, Your blessings upon this nation that all who are part of it may learn the true nobility of manhood and womanhood.

Grant us growth in understanding and increasing devotion to righteousness.

In Your name we pray.

Amen.

ALTERNATE CHAPTER MEETING OPENING

GAVEL
ASSEMBLY STANDING
REGENT: By virtue of the authority vested in me as Regent of _____Chapter of the National Society Daughters of the American Revolution, I now declare this meeting in session. Please remain standing through the singing of the first (and last) stanza(s) of the national anthem.
REGENT: Daughters, we meet to further the objectives of our Society, Daughters of the American Revolution: to honor the memory of our ancestors; to foster good citizenship; and to emphasize the privilege and duty of patriotism.

CHAPLAIN: Give thanks to the Lord; call upon His name; make known among nations what He has done.
— *I Chronicles 16:8*
RESPONSE: They rejoice daily and are jubilant in Your righteousness.
— *Psalm 89:16*
CHAPLAIN: Search for the Lord and His strength; continually seek His face.
— *Psalm 105:4*
RESPONSE: Remember His marvelous works that He has done.
— *I Chronicles 16:12*
CHAPLAIN: Heavenly Father, we give You thanks for our Patriot ancestors who had the courage to settle this great land and the vision to build a strong nation. We are ever grateful for the commitment of our Society's Founders to commemorate and perpetuate the spirit and purpose of those extraordinary men and women.

Grant us wisdom and understanding as we strive to protect and preserve our American heritage so that future generations might continue to live in freedom and peace.

In Your name we pray.

Amen.

[**Note:** The opening ritual prepares the members for the meeting and sets the stage for a precise, businesslike meeting. It is significant that chapters in fifty states, the District of Columbia and the Units Overseas use the same ritual with variations.

Worship is a private and personal matter and there are no written rules relative to worship services in the National Society. NSDAR respects the freedom to worship as one chooses as was established by the Founding Fathers. Chapters are always encouraged to be considerate of those who may have varying faiths.

INSTALLATION OF OFFICERS

The following is a suggested form for the installation of officers and may be used at the chapter, state, or national level. The officer should raise her right, ungloved hand to take the oath.

CHAPLAIN: You have been duly elected to office in _____ Chapter, (State or National Society), Daughters of the American Revolution. You have been chosen to represent the members and to lead them. They have faith in you. That faith goes deeper than standing before us and taking this oath. It represents faith in the future. If you accept the office to which you have been elected, please raise your right hand and keep it raised until you have answered 'I do' to the questions I shall ask you."

CHAPLAIN: Do you accept the responsibilities and duties of the office you now assume?

RESPONSE: I do.

CHAPLAIN: Do you promise faithfully to uphold the Constitution of the United States of America and to seek its observance by others?

RESPONSE: I do.

CHAPLAIN: Do you promise faithful loyalty to the Bylaws of the National Society Daughters of the American Revolution?

RESPONSE: I do.

CHAPLAIN: Do you promise faithfully to perform the duties of your office to the best of your ability and understanding, God being your helper?

RESPONSE: I do.

CHAPLAIN: Will the members of _____Chapter (State or National Society) please rise? You have heard the vows of your newly-elected officers. There is a part each of you must take to assure a successful term of office. Will you raise your right hand? Do you, too, promise faithfully to uphold the Constitution of the United States of America, the Bylaws of the National Society and _____?

RESPONSE: I do.

CHAPLAIN: Do you further promise to cooperate with all your officers to the best of your ability, God being your helper?

RESPONSE: I do.

CHAPLAIN: That which is gone out of your lips observe and do according as you have vowed unto the Lord your God. (Deut. 23:23)

ASSEMBLY: Lord God, we pray that we may be joined together in loyalty—these who now are placed in leadership and we who have chosen them to guide us. Bless their faithfulness and ours in a united service to our Society and to Your Kingdom. May we have an awareness of Your companionship in all our plans and projects and the assurance of Your blessings upon our work. Amen.

NOTES

CHAPTER X

STATE INFORMATION

The **State Regent** appoints all State Chairs and committees, except a nominating committee; chairs should be experienced, capable members who understand the responsibilities of their appointments No more than one member shall be eligible to chair, or no more than two members shall be able to co-chair, a national committee in each state.

The State Regent is expected to share with the chapters in her state information received from the President General.

It shall be the duty of the State Regent and the executive board/state board of management to see that the rulings of the National Board of Management are enforced in the state.

Every State Regent should instruct her Recording Secretary, at least once in her term, to send to the Office of the Recording Secretary General, an electronic copy of the current State Bylaws, Articles of Incorporation and Standing Rules for her state.

The duties of the state officers should be prescribed in the state bylaws. Each state officer should present a typed report of the work of her office at the annual meeting of the state.

Each state officer should deliver to her successor all books and papers belonging to the office immediately following the installation of new officers and receive a receipt for same.

State Bylaws

A model for State Bylaws may be found on the web page of the Organizing Secretary General in the DAR Members' Website.

PLANNING STATE CONFERENCES

The work of organizing and preparing for a conference begins months in advance. This is done under the direction of the State Regent, as the highest-ranking elected officer in her state. Immediately following her confirmation, the State Regent appoints a Conference Chair who will work closely with her. The decision of date, time and place must be made in accordance with the bylaws.

The Recording Secretary or the Corresponding Secretary sends the *Call to Conference* to the chapters with a tentative agenda and includes previous notice of proposed bylaw amendments.

In planning conferences, the time element is a primary consideration. Time should be allotted in the schedule for applause, thanks and movement from floor to platform.

Usually the speaker follows the greetings. Speakers and invited guests should be informed of the time limitation for greetings. It is inappropriate for a speaker who has prepared an address to be kept waiting.

A deliberate speaker averages about 140 words per minute. If a speaker is to be allowed four minutes for a report, a suggestion that they must have fewer than 600 words will help timing for inexperienced speakers.

When planning the program, recognize and respect that DAR is non-political and non-partisan.

Adequate committee rooms should be provided. Committees should not attempt to hold meetings nor Tellers to count ballots "in a corner" of the room in which the conference is held.

A bank of greens at the front of the platform and skirted tables are appropriate arrangements for a meeting where informal, short dresses are worn. A lectern (with microphone if needed) is recommended for the use of speakers. For further information, refer to the Protocol Committee portion of the DAR Members' Website.

Invitations and Guests

The State Regent, as the highest-ranking officer in her state, plans with her State Conference Chair for state conference. She issues the official invitations to guests, the number to be determined in accordance with the rulings, custom, or practice of her state.

A general conference invitation is an announcement only of the event unless accompanied by a personal invitation from the State Regent. Acceptance of a general invitation means the member herself will pay all expenses of attending the conference.

If a National Officer or National Chair is invited as a guest to appear on a conference program, hospitality should be extended covering her hotel and meals.

Should a member wish to invite as her personal guest an out-of-state National Officer, Honorary National Officer, past National Officer, State Regent, past State Regent, National Chair, or any other distinguished person, she should first consult the State Regent and receive her approval in writing. If she obtains the State Regent's permission to extend the invitation, she should clear with the State Regent any honors to be accorded the visitor and should agree to be personally responsible for the expense of all courtesies incurred by the visit.

Order of Business – Conference

The Credentials Report is adopted by a majority vote.

The Standing Rules should be prepared in advance, by a Rules Committee, or the Parliamentarian and presented for adoption at the first business meeting by the chair of the committee or read by the Recording Secretary. The state board may review and approve the standing rules before presentation at the state conference. A two-thirds vote adopts the standing rules for the conference.

The report of the Program Committee is read and after the chair moves adoption, it is adopted, as read or printed, or corrected by a majority vote. The program becomes the order of business of the conference. Changes made after adoption require a two-thirds vote.

The state conference is organized by the adoption of these three reports. A script for state conferences has been prepared by the National Parliamentarian and is available by contacting her.

Minutes of the state conference may be read once a day immediately after the opening exercises in the morning or a committee may be appointed to approve the minutes. A copy of the script should be furnished to the minutes approval committee for note-keeping. After the committee reviews the minutes, the corrections should be sent to the Recording Secretary. After the Recording Secretary makes the necessary changes, the committee should approve the minutes. Unless a verbatim record is made, the minutes should not include speeches, debate or oral reports.

In general, reports of officers and committees should not be accepted or adopted. When reports are adopted the effect is to endorse all opinions and recommendation that they contain. Delegates cannot be expected to agree with all of these any more than they will with all the opinions expressed in debate.

Elections should be scheduled early enough in the program to permit additional balloting with a good attendance in the event there is no election on the first ballot.

Additional information may be found in Chapter XIV and in *Robert's Rules of Order Newly Revised*.

Standing Rules for State Conferences

Each state conference should adopt Conference Standing Rules based on the standing rules for the Continental Congress and the model in *Robert's Rules of Order Newly Revised*.

Provisions for wearing badges and DAR Insignia for admission to the hall should be included in addition to the following:

The Resolutions Committee was eliminated at the end of the 122nd Continental Congress, June 30, 2013. Should a state choose to have a state

resolutions committee, it should be composed of members of good judgment and logical thinking. Five to seven members should facilitate study and investigation of topics of interest to the state. Provision should be made for proposed resolutions to be submitted to the committee before the state's conference. It may propose courtesy resolutions shortly before adjournment of the conference.

Should a state choose to have a state resolutions committee, the following applies:

Rule 1. All resolutions offered by officers, committees, or members, shall be referred without debate to the Committee on Resolutions. Each delegate who offers a resolution shall be given an opportunity to explain it to the Resolutions Committee. This committee shall prepare suitable resolutions to carry into effect the recommendations referred to it and shall recommend action be taken on all resolutions, except such as the committee shall by a three-fourths vote decide not to report. The Conference may by a majority vote suspend this rule and consider any question, or may order the committee to report a question at any specified time even if the committee has voted not to report it.

Rule 2. Resolutions and/or motions presented to the Conference shall be in writing and shall be signed by the mover and the seconder. They shall be read from the floor and shall be sent at once to the Recording Secretary's desk.

Rule 3. Only emergency and courtesy resolutions shall be introduced thereafter. (Time should be set so that no important resolution can be introduced for the first time near the close of the Conference when many members have left and when it is too late for the Resolutions Committee to give consideration before making recommendations.).

Rule 4. When addressing the chair, the member shall state clearly her name and chapter name.

Rule 5. No member shall speak more than twice during the same day to the same question and no longer than three minutes at one time without leave of the conference. The question of granting leave shall be decided by a two-thirds vote without debate of the assembly.

Protocol for State Meetings

In order for the State Protocol Chair to be efficient and effective, she is totally dependent upon the State Regent to notify her in advance of each meeting/conference the names and offices of all guests. The State Protocol Chair is responsible for determining the seating, processional and receiving line order for each meeting/conference using as her guide the Protocol chapter of this publication and the information available on the DAR Members' Website.

At a state conference, the State Regent is the last to enter in a procession but the first to leave the platform at the conclusion of a meeting, following the retiring of the Colors. The assembly rises upon the entry of the State Regent and/or the President General. This courtesy extends when either is introduced as guest speaker.

During state conferences in their home state, National Chairs should be in the receiving lines; should be introduced to the audience; and, if space is available, should have a seat on the platform. Their names and committees should be listed in the conference program and in the state yearbook. National Vice Chairs ranking just below National Chairs may be similarly recognized as space and circumstance permit.

When groups such as regents or chairs are reporting, front-row seats should be assigned to them if platform seating is not available. Two Pages, stationed at each outside aisle, do much to expedite this arrangement by moving the next speaker forward. The use of name cards on the respective seats, in proper consecutive formation, can achieve the same result at special reporting sessions.

District directors in charge of presenting Chapter Regents for reports should have the responsibility of having all in proper sequence—usually alphabetical order—in allotted places, in advance. Omit calling absentee names, but at the conclusion of each unit, if deemed advisable, ask if any others are present to report.

When the President General is a Guest at a State Meeting (Important Information for States)

The President General's state conference visitation schedule has been adopted by the National Board of Management upon the recommendation of the Long Range Planning Commission. This schedule is rotational, based upon zones: Zone A – Western States, Zone B – Central States and Zone C – Eastern States. All visits should be confirmed with the Office of the President General before planning your meeting. *If your state is within the zone scheduled for a visit, you will need to request that she attend. She will not be scheduled to visit your state, unless she is invited.* Although the President General enjoys visiting with members in each state, states may opt not to invite the President General if they are unable to host her during the administration.

The following information may be helpful in planning a state conference or an official state meeting that the President General is to attend.

The President General's visits need to be as efficient as possible; therefore, states are asked to schedule her official visit at meetings located with access to major airports. Please do not expect her to travel long distances after her flight. States are also asked to coordinate with other states in the zone in order to avoid holding their meetings at the same time

and to maximize the amount of time the President General is able to spend in each state. This will also allow for ease of travel to a neighboring state immediately prior to or after another conference. She may be invited to attend any state meeting, not exclusive to state conferences, e.g. Fall Forum.

All transportation within the state should be arranged so that the President General is escorted at all times. From the time she enters the state until she leaves, her expenses should be covered. As a special courtesy, the President General should always have a private hotel room.

All possible press, radio and television coverage is highly desirable and should be arranged well in advance of the President General's visit. Advance publicity information will be sent to the State Regent for release to the press.

The President General's formal address should be scheduled for the most important function. It is customary for a gift from the state organization to the President General's Project be made at this time. However, it is not necessary to give her personal gifts. Should you choose to present personal gifts, please be prepared to ship them to her home.

An efficient and experienced Page should be assigned to the President General to escort her to every business meeting and social event. A member of the state society, such as a Vice President General, Honorary Vice President General, State Vice Regent or past National Officer also should be assigned as a special hostess for the President General, to introduce her to other members, to be sure that she has been informed of the time and place of every event, and to make arrangements with other officers so that there may be no time when the President General is not properly escorted.

CHAPTER XI

CONTINENTAL CONGRESS

The annual meeting of the National Society is Continental Congress, which is held in Constitution Hall in Washington, D.C. More than 3,000 delegates and alternates are usually registered; committee members and others serving in connection with Congress bring the attendance to well above 4,000.

CHAPTER REGENTS' DUTIES AT CONGRESS

A Chapter Regent has an obligation to bring to her chapter a complete report of Congress. An appointment for Continental Congress, which would interfere with her duty as a voting representative of her chapter, should not be accepted.

CONGRESS COMMITTEES

The congress committees are listed and the duties described in Chapter VII.

CONGRESS GUIDELINES

If you are planning your first visit to Continental Congress, the following information will assist you.

Clothing

The weather in Washington in June/July can be hot and humid. You should dress comfortably for the climate and appropriately for the dignity of the occasion. Business-casual attire is recommended during the daytime sessions. More formal evening wear for the night sessions is fitting (i.e. long or tea-length dresses for women). Many members also bring a pair of white gloves for some of the teas and evening sessions. A word of caution–you may want to bring a light wrap as the buildings are air-conditioned.

Guests

Husbands and families are welcome to register as guests with the Registration Committee. Events for men and families are scheduled. Washington affords many opportunities for sightseeing. Opening Night requires a ticket; however, open seating is available 10 minutes before the

scheduled start. Usually after opening night, more seating is available. Guests may attend most meetings.

Reservations

It is important to make your hotel reservations for Continental Congress as soon as possible. Each year the National Society contracts for an official hotel where special Congress events take place. At this hotel a special block of rooms are set aside for DAR members at a discounted rate. Reservations for the block rooms become available to members during the October prior to Congress. These rooms sell out very quickly. Discounted rooms at an additional hotel become available once the initial block has sold out. Please check the DAR Members' Website frequently as hotel information and updates are posted during the course of the year. This information can be found at the link located in the Announcements of the DAR Members' Website.

Schedule

A schedule of events is printed in the March/April issue of the *Daughters* newsletter and is posted on the DAR Members' Website after it is released in the newsletter. You are not expected to attend every luncheon and tea. Do plan to attend your own state function, all meetings of Congress and as many workshops as possible.

REPRESENTATION

The basis for voting representation at Continental Congress or any special meeting of the National Society is prescribed by the NSDAR – National Bylaws, Article VIII. Meetings of the National Society.

Credentials Form

In March, one copy of the Chapter Credentials Form and a letter of instructions from the credentials chair are mailed to each Chapter Regent. The Chapter Regent is responsible for the proper completion of the Chapter Credentials Form after the election of the chapter representatives (delegates and/or alternates). A copy of the completed Chapter Credentials Form is forwarded to the State Regent.

The completed Chapter Credentials Form must be sent to the Credentials Committee at 1776 D Street NW, Washington, D.C. 20006-5303. **This form must bear a postmark no later than the 15th day of the second month preceding the month of Continental Congress.** [NSDAR – National Bylaws, Article XIII. Chapters. Section 9.]

Election of Delegates and Alternates

Chapter delegates and alternates should be elected according to

chapter bylaws. The deadline for sending the names of delegates and alternates to the National Society is by the 15th day of the second month preceding the month of Continental Congress. Chapter delegates and alternates are to be listed on the Chapter Credentials Form in the order elected by the chapter.

The Chapter Treasurer is responsible for informing the regent of those members with dues in arrears, so that they may not be considered for election as chapter delegate or alternate.

A chapter representative shall have belonged to the chapter at least one continuous year immediately preceding the Continental Congress to be eligible to represent the chapter. Exceptions: A member admitted at either of the National Board of Management meetings held in the month of the previous year's Continental Congress shall be deemed to have been a member for one year at the opening of the current year's Congress; a Chapter Regent or First Vice Regent of a newly formed chapter; and the members of merged chapters shall be deemed to have fulfilled the one-year requirement if they were members of either of the merged chapters for the required time. (NSDAR – National Bylaws, Article VIII. Meetings of the National Society. Section 3.)

The Chapter Regent, by virtue of her office, is a voting representative and is not elected. If the regent cannot attend Congress, the First Vice Regent automatically takes her place. However, if the regent attends Congress, the First Vice Regent has no credentials standing, but she may be elected as a chapter delegate or alternate in the same manner as any other chapter representative is elected. If neither the Chapter Regent nor First Vice Regent will attend Congress, the Credentials Committee must be notified in writing. The first elected alternate listed on the credentials form who is attending Congress may serve as the voting representative for the chapter.

Number of Representatives

The number of voting representatives from the chapter is determined by the number of members whose dues have been received via Chapter Direct Payment no later than December 1 or in the Office of the Organizing Secretary General by check or money order showing a postmark no later than December 1 and credited on or before December 1.

A chapter having the required membership of at least 12 members with dues for up to 19 members credited on the books of the Treasurer General December 1 is entitled to be represented at Congress by the regent (voter) or, in her absence, by the First Vice Regent or alternate.

Chapters having between 20 and 49 members whose dues for the current year are credited upon the books of the Treasurer General December 1 shall be entitled to one delegate in addition to the regent. Chapters having at least 50 members whose dues for the current year are credited upon the books of the Treasurer General December 1 shall be

entitled to two delegates in addition to the regent. Chapters having at least 100 members whose dues for the current year are credited upon the books of the Treasurer General December 1 shall be entitled to three delegates in addition to the regent. Chapters having at least 150 members whose dues for the current year are credited upon the books of the Treasurer General December 1 shall be entitled to four delegates in addition to the regent. Chapters having at least 200 members whose dues for the current year are credited upon the books of the Treasurer General December 1 shall be entitled to five delegates in addition to the Regent. Chapters having at least 250 members whose dues for the current year are credited upon the books of the Treasurer General December 1 shall be entitled to six delegates in addition to the regent. Chapters having 300 or more members whose dues for the current year are credited upon the books of the Treasurer General December 1 shall be entitled to seven delegates in addition to the regent and for each additional 50 members so credited, one additional delegate.

For clarification:

Chapter Membership	**Regent and Delegates (Voters)**	**Alternates**
08 (Units Overseas) – 19	Regent	2
12–19	Regent	2
20–49	Regent & 1 Delegate (2)	4
50–99	Regent & 2 Delegates (3)	6
100–149	Regent & 3 Delegates (4)	8
150–199	Regent & 4 Delegates (5)	10
200–249	Regent & 5 Delegates (6)	12
250–299	Regent & 6 Delegates (7)	14

Overseas chapters with eight members whose dues are received and credited on or before December 1 are entitled to one voter, that being the regent or, in her absence, the Vice Regent.

A chapter may elect two alternates for each voting representative (regent and delegates) to which the chapter is entitled. Alternates should be listed on the Chapter Credentials Form in numerical order as elected by the vote of the chapter and shall serve in the order designated by the chapter. Alternates are elected to fill a vacancy created by the absence of a chapter voter, whether she is the regent or a delegate.

A chapter organized and confirmed after the first day of February shall be allowed representation by the regent only, or, in her absence, by the First Vice Regent. A chapter confirmed and recognized by the National Board of Management at least one year prior to the opening day of Congress shall be entitled to elect delegates and alternates based upon the paid chapter membership dues on December 1. Chapters merged during the year shall be entitled to representation based upon the paid chapter membership dues on December 1.

Advance Registration

Executive Officers, National Officers, Honorary National Officers, State Regents, Chapter Regents and duly elected delegates, alternates and members are eligible to register in advance for Continental Congress. Executive Officers, National Officers, Honorary National Officers and State Regents will receive an Advance Registration Card to complete and return to the Credentials Committee.

Chapter Regents and elected delegates and alternates shall use the Chapter Credentials Form to register in advance. The names of all elected chapter representatives must be shown on the Chapter Credentials Form. A designation on the form will indicate advance registration for a chapter representative. When the Chapter Regent has notified the Credentials Committee either in writing or by indicating on the Chapter Credentials Form that she cannot attend Congress, the First Vice Regent automatically is eligible to take her place and may register in advance as the voter for the Chapter Regent.

The completed and authorized Chapter Credentials Form shall be mailed to the Credentials Committee and shall include a chapter check or money order payable to the Treasurer General, NSDAR, for the total amount of the advance registration fees. Contact the appropriate office or refer to the DAR Members' Website for the proper amount to remit.

Guests may also be registered in advance through their chapter prior to Congress. Special guest registration forms are included with chapter credentials and can be returned to the Office of the Organizing Secretary General at the same time the credentials are filed. Advance registered guests must pre-pay.

Advance registration fees are non-refundable; however, the registration fees may be transferred.

SEATING IN STATE BOXES

The boxes in Constitution Hall were purchased by the various DAR state organizations, many while the Hall was under construction. As the highest-ranking officer in her state, the State Regent is given all of the box seat tickets for every meeting in Constitution Hall during Continental Congress. If she wishes, she may delegate to the State Vice Regent or another state officer the responsibility for distributing the tickets according to her wishes.

The State Regent should sit in the front row of the state box as often as possible, in the right hand seat or the seat closest to the platform, whichever she prefers. If the State Regent is absent her place of honor should be occupied by the State Vice Regent. This is particularly true when the State Regent gives her report.

It is wise to have the box seats filled at all meetings of Continental Congress. Each state officer should be asked to have the honor of sitting in the box at least once. When a National Chair reports, the State Chair of that committee should be in the box. When there is room, a consideration should be given for seating a National Chair from your state.

The State Regent should invite the Honorary State Regents of her state to sit in the box, especially for evening programs. Also, it is necessary to provide a place in the state box for National Officers and Honorary officers at times when the platform must be cleared.

The correct tickets should be given to each individual invited to sit in the state box in advance of the session. Occasionally it may be necessary to schedule a change of occupants during a session, for example, during the reports of the National Chairs. In this instance all changes should be scheduled and completed while the doors are open so that the meeting is not interrupted.

The order of precedence for national DAR functions should be observed for seating in the state box. A past National Officer ranks above an Honorary State Regent who has not served as a National Officer. If a state has two past National Officers they should be seated according to rank of office held.

Individuals honored by being asked to sit in the box should observe the rules of courtesy: Be on time; observe the rules of protocol in seating; and plan to remain in the box until the session is adjourned or until excused by the State Regent.

For further information, see Chapter XIII.

CHAPTER XII

SEAL, INSIGNIA, SASH AND BANNER

One of the first actions taken during the organizational meetings of the National Society was the appointment of a Committee on the Insignia and Seal October 11, 1890. Later that month, the chair of the committee reported that the colors of the National Society would be blue and white. The committee further reported that the design of the seal should be "the figure of Abigail Adams in the costume of 1776 seated at a spinning wheel." The November 11, 1890, report of the committee stated that "The seal of the Society should be two and three-eighths of an inch in diameter, charged with the figure of a dame sitting at her spinning wheel." The legend to be: "Daughters of the American Revolution." The motto was also adopted: "Amor Patriae." Before the seal had been struck, the Executive Committee met and they recommended that the motto be changed to "Home and Country."

Slight changes were made over the years, and in 1896 the Act of Incorporation by the United States Congress changed the name of the Society to "The National Society of the Daughters of the American Revolution." To accommodate the additional words, the seal was enlarged slightly. The last change was made in 1978, when the motto was changed to "God, Home and Country."

The National Bylaws, Article XVII–Seal, states: The seal of the National Society shall be charged with the figure of a dame of the period of the American Revolution, sitting at her spinning wheel, with 13 stars above her, the whole surrounded by a rim containing the name, "The National Society of the Daughters of the American Revolution," the motto "God, Home and Country," and the dates "1776" and "1890." The seal of the National Society or facsimile thereof may be used only on official documents.

As directed by the National Bylaws, Article VII, Section 5, c, the Recording Secretary General shall have charge of the Seal. Individuals, chapters and state organizations do not use the seal or a facsimile of it on any printed material.

THE FOUR SEALS ADOPTED BY
THE NATIONAL SOCIETY SINCE 1890

1890

1891

1896

Present Seal, adopted in 1978

History of the Insignia

After the seal had been designed and accepted, the Committee on the Insignia and Seal considered the design for the Insignia. Mrs. George Brown Goode was appointed chair. Thanks to the inspiration of her husband Dr. George Brown Goode, Chair of the DAR Advisory Board and an assistant secretary of the Smithsonian Institution, an emblem was produced that pleased the members. Dr. Goode incorporated a spinning wheel similar to the one which belonged to his grandmother. A number of designs were submitted but one of the sketches presented a pin, “the gold wheel over a distaff filled with silver flax, the wheel with 13 spokes, having opposite the end of each a star intended for reception of a jewel.” The design included the rim with letters of gold on blue enamel, “Daughters of the American Revolution.” The final design was presented to the committee and accepted by the National Board of Management May 26, 1891.

Although a number of jewelers were contacted to produce the pin, J.E. Caldwell & Co. was chosen as the official jeweler. Caldwell offered

to manufacture the dies at no cost provided that each member of the National Board of Management agreed to be responsible for selling 10 pins. The only modification suggested by J.E. Caldwell & Co. was the use of platinum for the flax rather silver to avoid tarnishing. Dr. Goode applied for a patent in the name of the National Society. The patent was granted September 22, 1891. The DAR Insignia is now protected by the National Society's charter.

Please see National Bylaws, Article XVIII–Insignia for specific requirements associated with the NSDAR Insignia.

The official Insignia was unanimously adopted by the National Board of Management May 26, 1891 and patented September 22, 1891. The golden wheel of the Insignia represents a spinning wheel, the platinum or white-gold distaff represents flax, the blue rim and the distaff carry the colors of the Society and the stars represent the original 13 colonies.

Official Statement of Policy Regarding DAR Insignia

The Insignia is the property of the National Society and may not be used for commercial purposes or as an ornament. A ruling (NSDAR Standing Rules A.4.) by the National Board of Management limits the use of the Insignia by states and chapters to yearbooks, stationery, programs and, when necessary, to the work of the Society, such as the DAR Insignia Store; any other purpose requires the permission of the Executive Committee and/or the National Board of Management. The Insignia should appear in either the top center or upper left corner, with no words written or printed above it, except on an official DAR Banner where the Insignia may be placed in the center with designation of National Society, state society or chapter by name above, below or around the Insignia. Please refer to National Bylaws, Article XVIII-Insignia for specific requirements associated with the NSDAR Insignia.

The DAR Insignia is the official symbol of the National Society. As such, it should always be treated with dignity and respect. No matter how well intentioned, it should never be used on anything that is disposable nor edible (use, instead, the DAR logo). The DAR Insignia should never be placed where it will be walked upon. Exercise good judgment when considering its use for any application; as examples, the Insignia is never authorized to be used as body art, on promotional items nor upon clothing.

Official Stationery bearing the Insignia of the National Society may be used only for official purposes in connection with the Society, unless otherwise authorized by the National Society. On official state stationery, the name of the State Regent must appear first.

Official Logo

The official logo for the National Society was adopted by the National Board of Management to be used for public relations and other corporate applications where the use of the NSDAR Insignia is prohibited. A refreshed version of the logo was introduced at the 128th Continental Congress in 2019. Questions about usage of the official logo

should be directed to the NSDAR Public Relations Office. To download an electronic copy of the logo, go to the "Website Approval" section on the VIS Committee page of the DAR Members' Website. The logo is registered as a trademark of NSDAR.

Chapter and State Identification Official Policy

To protect the National Society's brand and to achieve consistency essential for effective public relations, chapters and states shall use the official nationally approved logo and the DAR Insignia. Chapters and states shall not develop a unique logo to be used for publicity or creation of badges and pins. (By ruling of the Executive Committee, October 2010.) States, chapters, clubs and other similar organizations must specify their entity as part of the design when using the DAR logo for fundraising purposes. The logo to conform with the existing policy on DAR Brand Identity and Logo Style Guide. (By ruling of Executive Committee, June 2020)

Insignia Pin

Use of the Insignia pin by members should conform to the dignity of the NSDAR, which it represents. The Insignia should not be worn on the street, in a restaurant, bar, or other public place unless a DAR or allied function is taking place then and there. The Insignia pin may be worn with attire appropriate for DAR occasions, which may include pants and jackets (excluding denim of any kind).

The Insignia may be worn during the dedication of a grave marker for a deceased Daughter and also at the funeral or calling hours of a Daughter. Daughters may sign the memorial book as DAR members.

The Insignia pin should be worn over the left breast and only by active members. No other jewelry is to be worn on the left side when wearing the Insignia pin with one exception: By ruling of the National Board of Management a U.S. Flag pin may be worn on the left lapel when wearing the DAR Insignia.

Disposition of Deceased or Resigned Members' Pins

Members are asked to guard against the DAR pins and Insignia falling into the hands of an antique dealer, resale shop, or Internet auction site. When this occurs, members are asked to either purchase the pins or refer the information to an eligible member.

The official Insignia and service pins of deceased or resigned members may be disposed of in several ways:

If a family member is eligible to wear ~~them~~, they may be given to that family member. For sentimental reasons, the family of the deceased member may wish to keep the Insignia and service pins. The official Insignia and service pins may be bequeathed or given to the chapter, state, or National Society. Note that service pins have restrictions as to eligibility for wearing. Only members eligible in their own right may

purchase and wear a particular service pin or bar. If the family chooses to keep the pins and Insignia, the Chapter Regent should inform the family of the restrictions in wearing such pins and Insignia. To prevent DAR Insignia from falling into the hands of the general public in the event of death or resignation of the member, it is suggested that members prepare written instructions concerning the disposition of their pins. A "Dispensation of Insignia and DAR Pins" letter (Document No. OSG-3002) is available on the DAR Members' Website. In addition, the information may be obtained by contacting the Office of the Organizing Secretary General by phone at (202) 879-3325, fax (202) 628-2098 or e-mail (organizing@ dar.org).

NSDAR Official Statement of Policy for Sale of Donated DAR Pins and Insignia

The NSDAR offers for sale to eligible members a variety of previously owned DAR pins and Insignia through the Office of the Organizing Secretary General. A list of sale items may be obtained by calling the Office of the Organizing Secretary General at (202) 879–3325 or e-mailing organizing@dar.org.

The Internet Monitoring Group is appointed to monitor eBay and/or other Internet auction sites. This group provides information regarding pins being auctioned to current State or Chapter Regents who may wish to bid on/purchase these items. The Office of the Organizing Secretary General can no longer purchase previously owned DAR pins. A member may donate her DAR pins to her chapter or to the National Society by contacting the Office of the Organizing Secretary General. DAR pins and Insignia offered for sale through the NSDAR are sold to members at a reduced cost plus a slight markup to cover administrative and shipping expenses.

Available NSDAR Pins and Bars

For a current listing of pins and the service requirements for purchase from the DAR Insignia Store, see the Pin Requirements resource on the see the Insignia Committee page on the DAR Members' Website. ~~The following describe~~ Some of the DAR pins and bars authorized by NSDAR:

President General's Pin

The Insignia Committee recommended authorization of a specially designed President General's pin. A contract for the manufacture of this pin, and those for active officers and Vice Presidents General, was later awarded; in June 1918, ~~when~~ it was discovered that the design for the President General's pin was identical to that of the Order of the Bath, except for the NSDAR seal in the center and that the pins for the National Officers were all alike in design, that contract was terminated. The next year, a contract was given to J.E. Caldwell & Co. for a new design of the

President General's pin and an original pin for each Executive Officer that was symbolic of her office.

After the National Board of Management made its choice at its meeting on June 25, 1919, Caldwell manufactured the new and exclusive President General's bar and pin from the jewels and gold of the former one. Caldwell performed this service at no cost.

The new design for the pin, made of 14K gold, retained the seal in the center and is surrounded by sapphires and a border of 13 diamonds representing the 13 original states. It is now suspended from an official ribbon attached to a bar bearing the words "President General."

Honorary President General's Pin

The Continental Congress of 1938 resolved to "adopt a miniature of the President General's pin to be presented to each living Honorary President General and to each President General at the expiration of her term of office." This practice continued until 1971, at which time the pins that had been returned to the National Society after the death of an Honorary President General began being reissued. In 1992 a new larger pin was designed by J.E. Caldwell & Co. and purchased by the National Society for each living Honorary President General. Each Honorary President General shall have the use of the pin for her lifetime or until she no longer wishes to wear it. At that time, it shall be returned to the National Society. The pins approved in 1938 are now on display in the President General's Reception Room in Constitution Hall.

National Officer Pins

The distinctive features of the designs for the Executive Officers are as follows: First Vice President General, gavel with a bar reading "First"; Chaplain General, gold cross; Recording Secretary General, crossed quills; Corresponding Secretary General, envelope; Organizing Secretary General, open book with oak leaves; Treasurer General, two money pouches; Registrar General, scroll with crossed swords; Historian General, liberty bell; Librarian General, books and lamp of knowledge; Curator General, drum and bugles with crossed flags; Reporter General, torch of knowledge. Also, the following pins: Vice Presidents General, gavel; Honorary Vice Presidents General, shield; State Regents, torch; National Parliamentarian, blue enamel ribbon (to be worn alone while serving as Parliamentarian; when tenure of service is completed, pin is worn on the official ribbon).

Past National Officers pin (worn below National Officer bar only by a member having previous services as an Executive Officer when tenure of service is completed); National Parliamentarian (to be worn alone while serving as Parliamentarian; when tenure of service is completed, pin is worn on the official ribbon).

State Officer Pins

State Regent, Vice Regent, Chaplain, Recording Secretary, Corresponding Secretary, Organizing Secretary, Treasurer, Registrar, Historian, Librarian, Custodian, Director, Assistant State Treasurer, Honorary State Regent, State Parliamentarian (to be worn alone while serving as Parliamentarian; when tenure of service is completed, pin is worn on the official ribbon)

Miscellaneous Pins

National Chair, National Vice Chair, National Advisor, State Chair, Membership pin (10, 20, 25, 30, 40, 50, 60, 65, 70 or 75 years of dues-paying membership, which need not be continuous), pins for various DAR clubs.

Chapter Pins

The Chapter Regent pin is the property of the chapter and is passed to each succeeding Chapter Regent. The Organizing Chapter Regent pin is the personal property of the Organizing Regent. The Past Chapter Regent pin is purchased after retiring from office. The Honorary Chapter Regent pin may be presented to an officer so distinguished. The Chapter Officer pin with bars may be purchased by the officer.

Pins for Contributions

These pins, listed in alphabetical order, may be purchased after contributions of the specified amount are made and may be worn on or off the official ribbon. Non-members may also contribute to these funds and purchase a pin to wear.

- *1890 Annual Giving Circle:* $500 minimum
- *Adopt-an-Object:* $100
- *American Indian Fund:* $200
- *Button Gwinnett:*$200
- *Best Friends and Bars:* Same as initial contribution
- *DAR Museum Keeper:* $500
- *DAR Pathway of the Patriots* – $100 donation to America 250! Fund
- *DAR Pathway of the Patriots* – donation to specific tree on the Pathway of the Patriots
- *DAR Project Patriot:* $100
- *Founders Club*: Gift planning
- *Friends of American History:* $100
- *Friends of the American Indian Scholarship Fund:* $200

- *Friends of American Spirit:* $100 and 5 new subscriptions
- *Friends of the Americana Collection*: $100
- *Friends of the DAR Library:* $200
- *Friends of the DAR Magazine:* $100
- *Friends of the DAR Museum:* $200
- *Friends of the DAR Scholarship:* $200
- *Friends of the DAR Schools:* $200
- *Friends of Genealogy:* $100
- *Friends of Junior American Citizens:* $100
- *Friends of Junior Membership:* $100
- *Friends of Property Maintenance:* $200
- *Friends of Seimes Technology Center:* $100
- *Friends of Veterans:* $100
- *Guardian Trust Fund:* Dependent on giving level
- *Heritage Club* (cumulative donations): $500 minimum
- *Investment Trust Fund* (A Legacy Preserved): $100
- *Library Life Member:* $200
- *Membership Challenge*: $500
- *NSDAR Archives Fund*: $100
- *President General's Project*
  2019–2022: "Rise and Shine for America"
  - *Donor:* $100 minimum
  - *Benefactor:* $1,250
  - *VanBuren Patriot Pin:* $2,500 cumulative
- *Registrar General Project Pin:* $200
- *Sustaining Supporter Pin:* Participation in Program

See the specific committee for more detailed information regarding a pin. If you wish to make a contribution, please complete a Donations and Contributions for Special Committees and Funds form found on the DAR Members' Website (Form DEV-1003). Please send this form with a check payable to the Treasurer General, NSDAR, to the attention of the Office of Development.

Upon receipt of an additional donation, equal to the minimum required donation to the same Friends Fund, a member is eligible to purchase a Best Friends pin and bar. The bar will be engraved with that Friends Fund name (i.e. American History). There is no limit to the number of contributions or bars that can be added. The President General's Project and Benefactor pins are not in the Best Friends category. Authorization for the pin or bar will be provided by the Office of the Organizing Secretary General.

Commemorative Pins

Certain pins designate special events and may be purchased and worn (on or off the official ribbon) by any DAR member. Commemorative pins may also be purchased and worn by non DAR members.

- *Bicentennial of the USA 1776–1976*
- *Victory at Yorktown*
- *Treaty of Paris*
- *Bicentennial of the USA Constitution 1778–1976*
- *NSDAR Centennial Jubilee 1890–1990*
- *Columbus Quincentennial*
- *World War II 1941–1945*
- *Santa Fe Trail 1821–1996*
- *Santa Fe Trail 200th Anniversary*
- *European Trails to the American Revolution*
- *Natchez Trace 1798–1998*
- *50th Anniversary Korean Conflict*
- *225th Anniversary Battle of Lexington*
- *Millennium 2000–2001*
- *Louisiana Purchase 1803–2003*
- *75th Anniversary of the Madonna of the Trail 1928–2003*
- *El Camino Real*
- *Lewis and Clark 1804–2004*
- *NSDAR Memorial Continental Hall Centennial 1905–2005*
- *World War I 1914–1918*
- *225th Washington-Rochambeau Route*
- *Vietnam 1955–1975*
- *Spanish American War 1898*
- *War of 1812*
- *NSDAR 125th Anniversary 1890–2015*
- *Mayflower Crossing Pin 1620–2020*
- *Votes for Women (Ordinary Equality) 1920-2020*
- *Pilgrim Mother 1620-2020*
- *Patriots Abroad*
- *POW/MIA*
- *Limited 250th Anniversary Series*
    - *America 250th*
    - *Boston Massacre 1770-2020*

State Pin and Chapter Bar

A member may wear a pin designating her state or a bar to designate her chapter, both of which may represent previous as well as current membership. A member may purchase the state pin of the state where her

ancestor rendered service. State pins may be worn on or off the official ribbon. An associate member may purchase an Associate Member pin with a bar engraved with the chapter name.

Patriot Ancestor Bar and Legacy Member Bar

Every member may purchase a bar engraved with the name of the ancestor on whose record she entered the Society. She may also purchase a supplemental bar for each ancestor whose record has been credited to her national number. Eligible members may purchase the Legacy Member Bar to be worn above the original Patriot Ancestor Bar.

Miniature Insignia Pin and Recognition Pin

All members are eligible to wear the miniature Insignia (pierced or plain) and Recognition pin (plain only). The miniature Insignia may be worn on the miniature DAR ribbon at DAR functions, in the same manner as the official Insignia and pins. No additional pins shall be worn on the miniature DAR ribbon. The miniature DAR Insignia may be worn on a branch bar with the miniature Insignia of other societies. The recognition pin is worn alone and may be worn on any occasion.

OFFICIAL JEWELER

Effective March 1, 2020, the official jeweler of the National Society is the DAR Insignia Store in the Office of the Corresponding Secretary General.

Approval by the National Society is required for all service and donation pins worn on the official ribbon. ~~Please follow the instructions found on the order form and contact the Office of the Organizing Secretary General for verification if necessary.~~ DAR Insignia will very eligibility for all pins purchased prior to order fulfillment. Questions regarding your eligibility for pins should be directed to DAR Insignia and the Office of the Organizing Secretary General.

INFORMATION FOR ORDERING PINS

~~An Insignia Order Form is available through the Insignia Committee page on the DAR Members' Website. If you wish to review the DAR pin selections, please access the DAR Members' Website through Committees; Insignia; and then DAR Insignia. The DAR Insignia Store Website includes photos of the pins and the prices. Please read the instructions on the order form and complete it accurately. If you need further information, you may e-mail or call the DAR Insignia Store before ordering.~~

~~If your order has been filled as indicated on the order form, do not request an exchange in merchandise. It is essential that all DAR Insignia order forms be submitted with a check or credit card information.~~

To purchase DAR Insignia and pins, please visit www.shop.dar.org/dar-insignia-store. The DAR Insignia Store website includes photos of the pins and prices. If you need further information, you may e-mail DAR Insignia at insigniastore@dar.org or call 1.888.327.1890 with questions or to place an order by phone.

POLICIES AND PROCEDURES FOR WEARING

The Executive Committee may authorize official pins as the need arises. Only Ancestral Bars patented by the National Society, Daughters of the American Revolution and service bars and pins authorized by the Executive Committee or National Board may be worn with Insignia upon the official ribbon. Rulings have established policies regarding the official ribbon and pins/bars to be worn on the official ribbon. The official ribbon is not to exceed five ribbons, measuring 14 inches in length and is to be placed on the left shoulder. Ribbons of eight or more inches in length shall start at the shoulder seam. Only the official Insignia, ancestor bars, those pins specifically representing service to the National Society or monetary contributions to approved national projects and commemorative pins are authorized to be worn on the official ribbon. Clubs at the state or chapter level which do not fall under the direct jurisdiction of the National Society, i.e. Cameo Club, are not eligible for pins to be worn on the official ribbon.

This prohibition does not include clubs whose membership is by virtue of an office, chair/vice chair or position established by the NSDAR National Bylaws or sanctioned by the National Society. (Examples: State Officers' Clubs, State Chairmen's/Vice Chairmen's Clubs, Outstanding Junior Clubs and Fifty Year Clubs.)

Pins must be placed in order, beginning with the highest office at the top of the ribbon (nearest the arm if wearing more than one ribbon); followed by pins for past offices and/or chairs and committee membership; and ending with the official Insignia at the bottom of the ribbon over the heart. Pins are always placed in descending order on each consecutive ribbon. When wearing more than one ribbon, the official Insignia must be placed on the inside ribbon (neck side). Insignia, pins and ribbons are not to be worn in public unless one is officially representing the DAR. Insignia, pins and ribbons may be worn by NSDAR members at funerals or other services honoring deceased members (Executive Committee Ruling #44, October 2001).

PROCEDURE FOR INITIATING NEW PINS TO BE WORN ON THE OFFICIAL RIBBON

1. The request for a new DAR pin, to be worn on the official ribbon, should be submitted to the Office of the Organizing Secretary General. As a courtesy to your State Regent, please notify her when you initiate a new pin. Any pin request pertaining to national service, initiatives, committees, or club must receive the permission of the National Chair/President and the Executive Liaison before being submitted for consideration.

The following must be submitted with the request:

- Rationale for creating the pin
- Service requirements or eligibility to earn the pin
- Estimated number that could be sold annually
- Anticipated retirement date for commemorative pins, administration specific pins, or pins designed for programs, courses, or initiatives which have known ending dates
- A letter or email of authorization from the State Regent for proposed state-level club pins
- Proposed design, drawing, and complete description that conforms to the requirement that the actual pin cannot exceed 1-¼ x 1 inch

Please note that all clubs, including state-level clubs, requesting a new pin must agree to a prepaid minimum initial order size before the pin can be manufactured.

2. Upon receipt of the request, the Office of the Organizing Secretary General sends the proposal to the Organizing Secretary General and National Chair of the Insignia Committee, who in turn transmits the proposal to the National Vice Chairs for Pin Review for evaluation. This phase of the process can take a minimum of 30 days. The recommendation of the Insignia Committee and the materials submitted by the proposer are then forwarded for consideration by the Executive Committee at its next regularly scheduled meeting.
3. The Executive Committee approves or rejects the pin.
   - If approved, the Office of the Organizing Secretary General notifies the DAR Insignia Store to proceed with producing production ready artwork and pricing for the pin.
   - For approved club pins, the Office of the Organizing Secretary General sends instructions to the club for collecting orders and payments for the new pin and for remitting the orders and payment to the DAR Insignia Store. Pricing is based on an initial

order quantity of 36 pins or more. Depending on the complexity of the design and production requirements, a lower minimum may be permitted. Clubs seeking a smaller minimum must inform the National Chair of the Insignia Committee immediately following notification of preliminary approval of the pin by the Executive Committee.

- If the pin request is denied, the Office of the Organizing Secretary General informs the individual making the pin request.

4. Once completed by the DAR Insignia Store, the final artwork is submitted to the Executive Committee for its approval.
5. Following the Executive Committee approval of the final artwork for the pin, the Office of the Organizing Secretary General notifies the DAR Insignia Store to proceed with manufacturing the pin, except for club pins.
   - For club pins, the Office of the Organizing Secretary General notifies the club that the pin was approved and reminds the club that manufacturing of the pin will not proceed until the required number of orders and payments are received by the DAR Insignia Store.
6. All submitted materials are retained by the Office of the Organizing Secretary General with a notation about the outcome of the Executive Committee's deliberation.

OFFICIAL PLACEMENT OF PINS

For the most current placement of DAR Insignia and pins, see the Insignia Committee's webpage on the DAR Members' Website.

THE OFFICIAL SASH

A sash is worn by the President General, Honorary Presidents General, National Executive Officers, past National Executive Officers, Vice Presidents General, Honorary Vice Presidents General, past Vice Presidents General, State Regents and past State Regents. Photographs and specifications may be found on the Insignia Committee webpage on the DAR Members' Website.

During the Installation Service, the outgoing corresponding officer places the sash symbolizing continuity of office. In the absence of this officer, the First Vice President General places the sash.

By ruling of the National Board of Management the official sash must be worn in a uniform manner, that is, over the right shoulder and under the left arm. The sash should be hem length. Only two pins should be worn on the sash, one to fasten the sash at the shoulder and one at the hip. Members of the National Board of Management are not to wear campaign emblems on the sash. The emblem of the current administration may be worn on the sash.

The sash represents an office or a past office. It should be worn on strictly formal occasions. National and past National Officers, State Regents and past State Regents should wear their sashes at Continental Congress, state meetings, chapter meetings, DAR dedications and strictly formal occasions.

Although the privileges accorded to an Honorary State Regent or past State Regent remain in the state in which she was elected, as long as an Honorary or Past State Regent is a member of the National Society, she is entitled to wear the official sash at any official DAR function.

The DAR sash is not to be worn while attending a function of another organization unless the member is attending in her official DAR capacity. Likewise, a sash of another organization should not be worn at a DAR function unless the person is attending that function representing the other organization.

The sash, like the Insignia, should not be worn on the street, in restaurants, bars, or in a public place unless an official NSDAR function is taking place then and there. The sash may not be worn over a topcoat of any kind, or with pants. It may be worn over a suit coat. The sash may be worn at a funeral by a member attending only in an official DAR capacity.

For further information, refer to the Protocol Committee portion of the DAR Members' Website.

DAR BANNER

The 33rd Continental Congress in 1924 adopted a resolution that the official colors shall consist of the blue and white of the official ribbon of the Society, to be arranged in three vertical stripes, blue, white and blue, the central white stripe to carry the Insignia of the Society and legend, National Society Daughters of the American Revolution, or in lieu thereof the legend above, below or around the Insignia. States and chapters may adopt this design for their own use to read: _____ State or _____ Chapter DAR.

Rulings passed by the National Board of Management, June 1924, designate that the blue of the President General's ribbon be designated the official shade of blue of the Society and that the yellow fringe and tassel be omitted from the design of the standard of the NSDAR.

The official size of the banner shall not exceed the size of the United States flag used in display with it, normally 3 ft. x 5 ft. or 4 ft. x 6 ft.

A ruling of January 1934 stated: "That the eagles on the banner of the National Society of the Daughters of the American Revolution be replaced by spears."

The above rulings are still in effect and should be followed when ordering a DAR banner. DAR banners may be ordered from the DAR Store in the Office of the Corresponding Secretary General.

CHAPTER XIII

PROTOCOL

Protocol may be defined as the ceremonial forms and courtesies that are established as proper and correct or as the proper etiquette for recognizing and honoring those in positions of leadership. The fundamental principles of protocol are dictated by ethics, courtesy, good manners and common sense. Protocol information is available on the Protocol Committee portion of the DAR Members' Website. Document WP-PRT-2000 Official Procedure and Protocol, a web-published booklet, is linked to the Protocol Committee page. The webinar *Protocol in the DAR World* is available in the DAR Leadership Training Committee's Webinar Library.

The President General is the highest-ranking officer of the National Society. She is the honored guest at any DAR function and should always be given the place of honor. Should the President General designate another National Officer as her official representative for an event, that officer is accorded the place of the President General.

The State Regent is the highest-ranking officer in her state and recognition as such should be accorded her.

It is customary for members to rise as a sign of respect for the office when the President General and the State Regent are presented, as well as at the entrance of the processional. If the president of the United States or the governor of the state is present, the audience should stand when he/she is introduced or when communications from the president or the governor are read.

Members should also stand during the reading of an official greeting from the President General to a state conference, but it is not customary to stand when the President General's message from the *Daughters* newsletter is read at a chapter meeting.

The state delegation should stand briefly when the State Regent comes forward to give her report at Continental Congress and at the Memorial Service when the state name is called. The chapter delegation should stand briefly when the Chapter Regent is called upon for her report at state conference and at the Memorial Service when the chapter name is called.

When a State Regent is introduced as one of a group of State Regents present, as at DAR School functions, it is not necessary for a member in attendance to stand when the State Regent of her state is presented.

DAR ORDER OF PRECEDENCE

It is hoped that the correct placement of officials for receiving lines, processions and seating at DAR functions will be facilitated by carefully following the DAR Order of Precedence as set forth below. For seating in the state box, see section Seating in the State Box in Constitution Hall and Chapter XI.

If the President of the United States or a Cabinet Officer is present at a DAR event, he/she should be given the place of highest honor followed by the National Society's order of precedence.

The official order of precedence for any DAR function is based on current rank or position, with elected officials ranking before appointed officials. **The first position is held by the hostess or person presiding.** *For example:* at the chapter level this is the Chapter Regent; at the state level, the State Regent; and at the national level, the President General. Occasionally a national or district chair presides at a meeting or a meal function and in this instance would be considered the person presiding, the hostess.

Person presiding, if not the State Regent
State Regent
President General *or her official representative*
Governor of hostess state *or official representative*
Chief Speaker
United States Senators and Congressmen
State Senators and Representatives
Mayor *or official representative*
County Executive
Honorary Presidents General in order of seniority of service
National DAR Officers in order of official listing (Executive Officers followed by the Vice Presidents General)
Honorary Vice Presidents General
Minister who gives the invocation or the benediction.[1]
Honorary State Regents or past Regents of hostess state in order of seniority of service.[2]
Past National Executive Officers, if have not served as State Regent
Visiting State Regents in alphabetical order according to state.
Active state officers in order of official listing in State bylaws
National presidents of other organizations and other outstanding

[1] If the person giving the invocation or the benediction is not a minister, he or she should be assigned an appropriate or convenient place at the head table or on the platform.

[2] In her state an Honorary State Regent ranks above a past National Officer who is also an Honorary State Regent but whose service as State Regent was later. However, in the state box in Constitution Hall a past National Officer, even if she is not an Honorary State Regent, ranks above the Honorary State Regent who has not served in a national office.

personages. (If present by official invitation at DAR gatherings. Their place is determined by the current office held or by the chronological date of the respective organization. In case of perplexing decisions, use an alphabetical sequence by name of organization.)

DAR National Chairs[1] (alphabetically by committee name, administrative, standing, special and congressional, as listed in the National Directory.)

DAR National Vice Chairs (in the same order as listed above)

Other National Appointments (includes National Advisory Board Members)

District Directors (elected or appointed)

State Chairs (alphabetical by committee names: administrative, standing and special)

State Vice Chairs (in same order as State Chairs)

State presidents of other Societies

Other distinguished guests

Hostess Chapter Regents

Visiting Chapter Regents (alphabetically by chapter name)

The above order of precedence for the National Society was established with the assistance of the State Department of the United States and is used for DAR functions on all levels as a guide for determining the order of placement in receiving lines, seating, processions and for introductions. (Note: It is not necessary to include every one of the above individuals in a receiving line, procession, special seating, or introductions. However, if you include one individual from a category listed above, it is appropriate to include all others within that category.) For example, if you include one National Chair in a receiving line, all other National Chairs present should also be included. Receiving lines should be as short as possible. A general rule is to include no more than one-tenth of the attendees. It is helpful to have trained hostesses or Pages assigned to help move the guests quickly and politely through the line.

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[1] When there is room in the state box during Continental Congress, the State Regent might extend a courtesy to National Chairs from her state, by inviting them to sit in the state box. During state conferences in their home states, National Chairs should be in the receiving lines; and, if space is available there, should be seated on the platform and be introduced. Their names and committees should be printed in the conference programs. At district and chapter DAR functions in her home state a National Chair may be seated at the head table if space permits, or at a special table. National Chairs should be listed in their respective state yearbooks. National Vice Chairs of national DAR committees, ranking just below National Chairs, may be similarly recognized as space and circumstances permit.

At a DAR School or at a DAR School event which is considered a national occasion in scope it has long been customary for the National Chair of the DAR School Committee to rank just below the President General and for Honorary Presidents General to outrank the State Regent.

At a state meeting, official out-of-state guests not in the categories of visiting State Regent or above are placed just after the visiting State Regent category, according to rank.

SEATING: MEALS AND BUSINESS MEETINGS

Seating at a head table is planned by assuming that the hostess or presiding officer is standing behind the table facing the audience. The order of precedence is then used to plan the correct placement of those to be seated at the head table. The hostess or the individual presiding is seated at the center of a head table or immediately to the right (Flag side) of the center if a lectern or microphone is on the table.

The highest-ranking guest is seated to the right of the hostess, the second-highest to her immediate left (banner side); and on down the line alternating right and left. When someone other than the State Regent presides at a state function (for example, a National Defense Luncheon or a DAR School Luncheon) the State Regent is seated to the immediate right of the person presiding. If present, the President General is always seated to the immediate right of the State Regent. Then the order of precedence is followed, alternating left and right. If necessary, use a second head table and/or special tables at the front of the room for Honorary State Regents of the hostess state, DAR National Chairs, National Vice Chairs and hostess Chapter Regents.

Occasionally, it is appropriate to have a “working” meal with honored guests such as state officers and/or State Chairs seated at tables throughout the room. In this instance, the seat of honor at the table (the seat facing the head table) should be reserved for the honored individual to allow an easy exchange of questions and information.

When business is to be conducted, it is sometimes necessary for officers, such as the Recording Secretary and/or the Parliamentarian, to be seated at the head table out of sequence. At a business meeting the presiding officer is seated in the center, the Recording Secretary on one side and the Parliamentarian on the other. An exception to this rule is made when the President General or her official representative is in attendance. The President General is always seated to the right of the presiding officer. For convenience, the Recording Secretary may be placed at a table to one side or off the platform. Care should be taken to ensure that she can both see and hear the presiding officer. For DAR

meetings, the Parliamentarian is seated near the presiding officer so that advice may be given quickly and quietly. Her place at banquets should be easily accessible to the lectern. At business meetings during Continental Congress the National Parliamentarian sits between the President General and the First Vice President General.

PROCESSIONS

Pages carrying flags should lead formal processions. First, the Flag of the United States of America, followed by the state flag and the DAR banner; or, if all three are together, the flag of the United States should be at the right of the other two; or, if in the center, the Flag of the United States should be higher than the other two, with the state flag on its right and the DAR banner on its left. No other flag should be to the right of the Flag of the United States of America.

The order of precedence for those in the processional is the reverse of that for receiving lines except for the Parliamentarian, who should be at her place before the processional begins. In the National Society the President General enters last; in the state the State Regent is last; and at chapter meetings the Chapter Regent is last.

When retiring, the State Regent goes out first at state meetings, followed by the others in reverse order of entrance.

SEATING IN THE STATE BOX IN CONSTITUTION HALL

Seating in the state box in Constitution Hall follows the order of precedence for national DAR functions. The State Regent should sit in the front row of the state box as often as possible, in the right-hand seat or the seat closest to the platform, whichever she prefers. If the State Regent is not present, the State Vice Regent should occupy the place of honor. When neither is present, the next highest-ranking member of that state occupies the seat of honor. A past Executive Officer ranks above both past Vice Presidents General and Honorary State Regents. This is true whether or not the past Executive Officer is also an Honorary State Regent; therefore the past Executive Officer should be seated next to the State Regent unless a current National Officer is present in the box.

A past Executive Officer (whether or not she is also an Honorary State Regent) and all Honorary State Regents of the state should be included in invitations to sit in the box, especially for evening programs. Places should be provided in the boxes for National Officers and Honorary National Officers at times when the platform must be cleared.

For further information, see Chapter XI.

INTRODUCTIONS

Introductions should be brief. Give enough information about the speaker to make the audience wish to listen. A person who is known to the audience is presented, but a stranger is introduced. The program chair may introduce the speaker and may say at the end of the program: "Madam Regent, this concludes the program," however, it is the presiding officer who thanks the speaker by giving a few gracious words of appreciation on behalf of the organization. A presiding officer never applauds.

Guests are introduced in descending order of rank. Thus, the highest-ranking guest on the right is introduced first, followed by the highest on the left and so on, alternating right and left.

It is not necessary to introduce every guest as an individual. You may introduce some of the guests as a group, for example, by saying: "Will all of the State Chairs present please stand to be recognized."

AS A GUEST

Respond to all invitations promptly with your full name and title. If you are bringing a traveling companion give the person's name and position, if any.

Be on time and be prepared with a brief message of greeting if you are not the main speaker. Do accept all courtesies graciously, remembering to write a thank-you note.

GUEST SPEAKER

When a guest speaker is invited to speak to your group, there are certain courtesies that should be extended.

The invitation should include the date, time, place, type of meeting (luncheon, dinner, tea, etc.), dress (formal, informal), special plans (workshop, installation), topic and the time allowed. If the invitation is made by telephone, it should be followed up in writing. Once the invitation is accepted, inquire whether any special equipment, such as a computer, projector, screen, or extra table, is needed

If the guest speaker is driving, send detailed directions well in advance. Arrange for a reserved parking space if possible. If the speaker is coming by public transportation, have someone meet her and if distance makes a round trip in one day impossible, extend an overnight invitation.

Send a brief reminder approximately two to three weeks ahead of the scheduled date repeating the essential information and including any special arrangements that have been made. Do include phone numbers for the meeting place; where you may be reached prior to the meeting; and

for the person who will be meeting the guest upon her arrival; and a name, address and phone number for any prearranged lodging.

The guest should be met on arrival, introduced to others and escorted to her assigned seat. A guest speaker sits at the front of the room for a business meeting and at the head table for a meal. It is wise to have a microphone as well as a lectern/podium for the speaker. If the speaker is presenting a program using PowerPoint, be sure to have someone available to set up the equipment and instruct on its use.

You should plan the business of the meeting so that the guest speaker is not kept waiting after the scheduled time, or you may want to schedule the speaker first and any business meeting afterward. A thank-you note should be written to the speaker as soon after the visit as possible. Miscellaneous reminders:

- Address only the chair. There is only one presiding officer: address that person only. (Do say: Madam State Regent or Madam Chair, whoever is presiding. Do not say: Madam State Regent, Mr. Mayor, honored guests, Daughters, etc.)
- A presiding officer does not applaud.
- A presiding officer never relinquishes the chair unless a motion or action refers to her only. Example: The presiding officer says, "The next business in order is the reports of officers. The Regent will report first." When she finishes, she calls on the Vice Regent, etc.
- It is the custom to remove the glove from the right hand before placing the hand over the heart while reciting the Pledge of Allegiance to the Flag of the United States of America and while singing the national anthem.
- The Flag pin should be worn on the left lapel, in accordance with the United States Flag Code. When wearing the DAR Insignia, the Flag pin is the only emblem that may be worn on the left and should be worn on the left lapel and not on the official ribbon.
- Customarily, DAR members wear gloves when receiving. This is not mandatory and the hostess should set the example. If the President General or the State Regent is in attendance, she will set the example.

NOTES

CHAPTER XIV

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PARLIAMENTARY PROCEDURES

PARLIAMENTARIAN

The National Parliamentarian is appointed by the President General, with the approval of the Executive Committee; the State Parliamentarian, by the State Regent, with approval of the state executive committee; and the Chapter Parliamentarian, by the Chapter Regent, with approval of the chapter or chapter executive board. Non-members may be appointed as a DAR Parliamentarian.

The Parliamentarian is a consultant on parliamentary procedure, helping to expedite meetings in accordance with the bylaws, special rules of order and the adopted parliamentary authority, *Robert's Rules of Order Newly Revised (RONR).*

For DAR meetings the Parliamentarian is seated at the table on the stage, near the presiding officer so that advice may be given quickly and quietly. Even at banquets her place should be easily accessible and immediately in front of the presiding officer.

If a Parliamentarian is entitled to wear a DAR sash for any office, Honorary office, or past office, she should not wear it or official DAR pins while serving as Parliamentarian with the exception of the DAR Parliamentarian's pin, which is worn alone. Following tenure of service, the Parliamentarian's pin may be worn on the official ribbon. This pin is authorized only for national and State Parliamentarians.

Frequently, questions may be resolved at the local level. All questions pertaining to national, state and chapter bylaws should be referred first to the State Parliamentarian. A copy of the chapter bylaws involved should be provided along with the question. If communication is by traditional postal service, a self-addressed, stamped envelope should also be provided. If the State Parliamentarian has any doubt concerning the resolution of the problem, she should refer questions to the National Parliamentarian. The name and address of the State and/or Chapter Regent should also be included with all inquiries from the State Parliamentarian to the National Parliamentarian.

CHAPTER BYLAWS

Every chapter must have a set of bylaws. A "Model For Chapter Bylaws" may be found within the Organizing Secretary General's Page of the DAR Members' Website.

AMENDING CHAPTER BYLAWS

Bylaws are amended by specified procedures as defined in chapter bylaws and the adopted parliamentary authority. Amend bylaws for the long-range benefit of the chapter.

Previous notice of amendments is required and a two-thirds vote is required for adoption. These requirements give stability to the chapter.

An exception to requirements of previous notice and a two-thirds vote are those amendments to NSDAR – National Bylaws adopted at Continental Congress and those amendments to the bylaws of the state organization adopted at a State Conference that directly affect a chapter's bylaws. These amendments automatically become a part of the bylaws for a chapter. The Chapter Regent receives notice of amendments to NSDAR – National Bylaws, following each Continental Congress. These amendments should be reviewed and any related directly to chapters incorporated into chapter bylaws. Rulings of the National Board of Management may also affect chapter bylaws [NSDAR – National Bylaws, Article XV. States. Section 10 and Article XXI. Amendments. Section 3].

BYLAWS: AMENDMENT OR REVISION

In amending bylaws, there is a difference between the method used when one or more minor changes are proposed and when a general revision of the entire bylaws is proposed. Chapters should not find a revision necessary unless a total revision of the NSDAR – National Bylaws was adopted.

Fulfill accurately all requirements of **existing** bylaws regarding previous notice of any proposed amendment.

GENERAL INFORMATION FOR PRESIDING OFFICER

- As presiding officer, do not applaud a guest speaker or performer.
- As presiding officer, show no partiality in introducing or thanking program participants. Be simple, brief and sincere.
- As presiding officer, stand at the lectern until the introduced guest or member steps into place and addresses you. Upon acknowledging the salutation, be seated.
- Insist that all speakers address the chair; use the microphone and talk from the front of the meeting room. If possible, particularly if a large group is reporting, have a floor as well as a platform microphone.
- Applause may be held following individual reports and given at the conclusion of a group of reports.

- Reports of absent officers or chairs should be filed unless the chair feels it is important that they be read. This can be done by general consent.
- A time limit set in advance, announced, or incorporated into the program, for all reports, officers and chairs, is necessary for any DAR meeting. The time limit, once determined, must be strictly adhered to as is done at Continental Congress. Regents should notify participating members of the time limit in advance and announce the limit before calling for the reports.

REQUIRED ORDER OF BUSINESS FOR CHAPTER MEETINGS

Call meeting to order.
Opening Exercises:[1]
DAR Ritual[2] or Scripture and Prayer
Pledge of Allegiance to the Flag of the United States of America
The American's Creed
* Preamble to the Constitution
* The National Anthem or appropriate patriotic song
Pledge to the state flag, if customary
President General's Message[3]
National Defense Report[4]
Roll Call, if necessary to establish quorum
Approval of Minutes (may be distributed prior to the meeting instead of being read aloud, or may be approved by a committee)
Reports of Officers, Executive Board/Board of Management
Reports of Standing Committees
Reports of Special Committees
Special Orders
Unfinished Business and General Orders
New Business
Announcements, which may include recognition of hostesses for meeting
Program[5]
Adjournment
* Optional

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[1] The order for opening exercises was established by special ruling of the Executive Committee of the National Society Daughters of the American Revolution, October 1985.
[2] See Chapter IX.
[3] Available in *Daughters* newsletter and on the DAR Members' Website by first day of each month in which the *Daughters* newsletter is published. Excerpts from the President General's blogs may be used to supplement the reading of the President General's message.
[4] Check Chapter Achievement Award requirements.
[5] By a two-thirds vote, or by general consent, the Program may be presented at any time desired in the adopted order of business.

MINUTES

The minutes written by the Recording Secretary become the legal record of the meetings of the chapter, after their approval. They should be a record of what was done at the meeting, not what was said by the members. They should never reflect the opinions, favorable or otherwise, of the secretary. The minute book must be retained by the Recording Secretary and by her successors; the regent and her successors should also retain a copy of all minutes.

The authority for the form of the minutes is *Robert's Rules of Order Newly Revised*. Sample follows:

1) The first paragraph should contain the following information:
   a) the kind of meeting (regular, special, adjourned regular, adjourned special)
   b) the name of the chapter
   c) the date and time of the meeting, as well as the place, if it is not always the same
   d) the fact that the Regent and Recording Secretary were present, or the names of their substitutes
   e) whether the minutes of the previous meeting were read/distributed and approved or corrected as read/distributed. If the minutes were approved by a committee, indicate their approval
2) The body of the minutes should contain a separate paragraph for each subject. The format of each paragraph should show:
   a) all main motions, except those that were withdrawn, giving the wording in which each motion was adopted or otherwise disposed of
   b) the name of the mover (the seconder's name is not recorded unless ordered by the assembly)
   c) all notices of motions
   d) all points of order and appeals, whether sustained or lost, together with the reasons given by the chair for her ruling
   e) when a count has been ordered or the vote is by ballot the number of votes on each side should be recorded.
   f) when a committee report is of great importance or should be recorded to show the legislative history of a measure, the assembly can order it to be entered in the minutes.
   g) the name and subject of a guest speaker can be given, but no effort should be made to summarize the speakers' remarks
3) The last paragraph should state the hour of adjournment.
4) The minutes should be signed by the secretary. The words "respectfully submitted" should not be used.
5) After the minutes have been approved, the word "approved" with the secretary's initials and the date should be written below them.

The Recording Secretary should write the minutes as soon as possible after the meeting while her memory is most accurate. She should send a copy to the regent immediately to assist in preparing the agenda for the next meeting.

COMMITTEE CHAIR

The position of a Chair of a committee is different from that of the presiding officer of a meeting. The Committee Chair may take an active part in discussions, make motions and vote. She was, no doubt, appointed chair because of her ability to bring out all sides of opinion in discussions.

A Chair should make every effort to have the report of the committee represent the unanimous opinion of the members of her committee. If a unanimous agreement to a report of the committee becomes impossible, it should be remembered that the vote of the majority is the decision of the committee. It is correct to say, "The committee recommends..." provided the decision was reached by a majority vote.

The report of a committee should be carefully written in a form suitable for filing by the secretary.

Ex-officio members of committees should have the same privileges as other members of the committee, including the right to make motions and vote. When the regent is an ex officio member of a committee she has the privilege, but not the obligation, of attending its meetings; however, she should not be included in counting a quorum. For example, in a committee of five the quorum required to do business is three of those five, regardless of whether the regent is present or not.

Committee Chairs of standing committees automatically go out of office at the close of the administration of the regent who appointed them. No chair should feel that she has been "put off" a committee. It is only through change that development of new material and leadership is possible. In the case of a few committees, such as the Finance Committee, which approves payment of bills, it is sometimes necessary for the committee to continue its duties until the new committee is appointed.

Special committees automatically cease to exist when they have accomplished the purpose for which appointed and have made a final report.

REPORTS

Reports of officers and committees in the average meeting are offered only for information and require no action whatever. To accept means "to adopt." A report should not be adopted merely as a courtesy. To do so in the ordinary way means that all the sentiments expressed in the report have been adopted without debate. The entire report will be included in the minutes and the report is the adopted statement.

An average report might read as follows: “The House Committee reports that the painting and redecorating of the library and halls as authorized at the June meeting have been completed. The Committee has inspected the work and has approved payment of the bill of $2,500. Mary E. Member, Chair.” Such a report requires no action. The Regent merely thanks the member, then calls for the next report.

If the report is of considerable importance it should be signed by all the members concurring, with the chair signing first. Otherwise, the committee can authorize the chair to sign the report alone, in which case she adds the word chair after her signature. By so signing the chair certifies that the committee has adopted the report.

The officer or Chair who has nothing to report says, when called upon, “Madam Regent, there is no report.”

When reports are in order, any business growing out of these reports is in order. In other words, resolutions growing out of reports may be acted upon immediately following reading of the report and should not be delayed until new business is reached. It often happens that much important business is transacted as it arises from reports of officers and chairs of committees, yet there is nothing to be brought up under the heading of New Business.

If a report contains a recommendation, it should be put in the form of a resolution and its adoption moved by the chair of the committee. Action on this resolution is the only action necessary with reference to a report of the committee.

Motions offered by direction of a committee need not be seconded since they already have the approval of more than one member. These motions may be amended in the same way as any other motion.

The Treasurer’s report should be filed and neither adopted nor filed for audit. (Auditors review the Treasurer’s books, not her report).

A committee to review the Treasurer’s books should be appointed to report at the annual meeting. The Treasurer should close the books in time for this review. If a CPA audits the books the process may be called an audit, otherwise, it is a review. At the annual meeting, after the Treasurer has read her report, the regent calls for report of the committee. This report of the committee should be adopted. Adoption of the committee report constitutes the only action necessary with reference to the Treasurer’s report.

Minutes of the Chapter Executive Board are not read or approved by the chapter. A report of action taken by the executive board is read. Recommendations from the executive board should be acted upon in the form of resolutions by the chapter. The Recording Secretary moves the adoption of any recommendations of the executive board.

MOTIONS

A question is usually stated as follows: "It is moved and seconded that the chapter give... Is there any discussion?" "Is there any discussion?" means the question is open for debate and if members wish to debate, this is the time to do so. The maker of the motion has the right to debate first.

A preferable way of putting a question to vote is as follows: "As many as are in favor of the motion to give $25 to the DAR Library, say Aye. Those opposed, say No. The Ayes have it and the motion is adopted. $25 dollars will be given to the DAR Library." (Or, "The Nays have it and the motion is lost.")

Amendments to Motions

Main motions may be amended in three ways:

1) To insert or to add. To insert words or a paragraph, or at the end of the sentence, to add words or a paragraph
2) To strike out words or a paragraph
3) To strike out and insert words or to substitute by striking out a complete paragraph or the entire text of a resolution or main motion and inserting another

Suppose that a resolution that the chapter provide Citizenship Medals to sophomores and seniors is pending. Types of amendments might be as follows:

- "I move to amend by inserting 'juniors' after 'sophomores'."
- "I move to amend by striking out 'sophomores'."
- "I move to amend by striking out 'sophomores' and inserting 'juniors'."

The amendment is acted upon first, followed by action on the main motion as amended. Care must always be exercised in keeping the members clearly informed of the question on which they are voting. There may be a primary and a secondary amendment. The primary amendment must propose to amend language of the main motion. A secondary amendment may only propose to amend language of the primary amendment.

NOMINATIONS AND ELECTIONS

All organizations of a permanent nature generally require balloting on elected officers. If the bylaws require the election of officers to be by ballot and there is only one nominee for an office, the ballot must nevertheless be taken for that office unless the bylaws provide for an

exception in such a case. (Robert's Rules of Order Newly Revised: Nominations and Elections).

Nominating Committee

The purpose of this committee is to find a candidate for each office who is qualified for the office and who has consented to serve. The Nominating Committee should try to select candidates who will work together as a group. The regent should never appoint the Nominating Committee and should not be a member ex-officio of this committee. The nominating committee should be elected by the chapter.

Prior to election, the chair of the Nominating Committee reads the report of the committee. No action is taken on this report. The regent repeats the name of the nominee for each office and asks if there are further nominations for that office. A nomination does not need to be seconded. Nominations are seconded only when the Standing Rules of Conferences or Conventions require seconds or when allowed as a show of support.

Do not move that nominations be closed while a member is seeking recognition to make a nomination. The motion is out of order. When nominations appear to have ceased, the regent may say: *"If there are no further nominations for any office, nominations are closed."*

The essential feature of the ballot is secrecy. When more than one person is nominated for an office, the ballot provides the opportunity for members to secretly cast their vote in a fair election.

If there is a nominating committee, nominations should be secured in advance so that the names may be put on the ballots. If nominations from the floor are allowed, the ballots should have space to write in those names.

Although bylaws may provide that the voting be confined to nominees, it is election and not nomination, that counts. Ballots should not be invalidated because the name of one who was not nominated is written on the ballot.

In recording the ballots, the Tellers ignore blanks as scrap paper and do not credit them as illegal votes to any candidate. Illegal votes could be those voting for someone ineligible to hold office or if the meaning of one or more ballots is doubtful, they can be treated as illegal if they will not affect the result. If they may affect the result, the Tellers should report them to the chair, who will submit to the assembly the question of how these ballots should be recorded. In unfolding the ballots, if two or more filled out ballots are folded together, they are recorded as illegal votes. Each set of ballots folded together is reported as one illegal vote on each candidate marked on the ballots folded together. A blank ballot folded with one that is properly filled out is ignored, but it does not cause the rejection of the ballot with which it is folded.

If the voter leaves one or more of the choices on a ballot blank, or if there is more than one office to be filled, the blank spaces do not affect the validity of the votes cast. If there are votes for too many candidates or choices, however, that particular section of the ballot is illegal.

The reporting Teller reads all the results of the ballot, but never declares the result of the vote. The presiding officer always declares the result. A copy of the report is handed to the presiding officer and the secretary, with a copy retained for the files of the committee. All Tellers should sign the report.

Script for Nominations by a Committee and Election by Ballot:

Regent: "The next business in order is the election of officers. The secretary will read from the bylaws, ARTICLE _____ Section ____."
Secretary: The secretary reads the section from the bylaws pertaining to elections.
Regent: "If there is no objection, the chair will appoint as Tellers, _____ chair, _____ and _____. (Pause) There being no objection, they are appointed. There are _____ eligible to vote. The nominating committee will report."
Chair Nominating Committee: "Madam Regent, the nominating committee submits the following nominations: (Reads list)."
Regent: "_____ has been nominated for the office of Regent, are there further nominations for the office of Regent?"
(Repeat for each office.)
Regent: "Are there further nominations for any office? (Pause) There being none, the chair declares nominations closed." (If there is a motion to close nominations, it requires a two-thirds vote.)
Regent: "The bylaws require the election to be by ballot. The Tellers will come forward and distribute the ballots." (Give instructions for voting.)
After the ballots are distributed and members have voted, the Tellers collect the ballots and retire to count and record the vote. The Tellers report the results and the regent declares the officers elected.

MISCELLANEOUS PARLIAMENTARY POINTS

- Members should always address their remarks to the chair.
- Long motions not easily stated in a few words should be written and sent to the Recording Secretary.
- No one may speak more than twice to the same question in the same day without permission of the assembly, or more than once if anyone wishes to speak who has not already done so. In very small chapters, observance of this rule may be unnecessary but

in larger chapters its enforcement is essential in order to safeguard against monopoly by a few. Every member should cooperate with the regent in saving the time of all by avoiding useless discussion.

- Sometimes members call out "Question, question" in the erroneous belief that it stops debate. The right to debate is a fundamental one, and while members still wish to speak to a question, debate may be stopped only by adopting the **Previous Question** motion, which requires a two-thirds vote. If adopted, the motion ends debate, and the chair immediately proceeds to take the vote on the pending question.
- The motion to **Lay on the Table** should not be used with the idea of killing a question. It should be used only to dispose of a question temporarily which it may propose later to **Take from the Table**. This motion is properly used if business is pending when the hour for an address arrives or added information is needed before intelligent action is possible and it is not possible to ascertain the exact time to return to the question before the assembly. If the time is certain, the motion to **Postpone to a Certain Time** should be used. Example: "I move to postpone the question until after the address." To permanently dispose of a question without a direct vote on the question, a motion may be made to **Postpone Indefinitely**.
- Minutes of an **annual meeting** should not be saved until the next annual meeting to be approved. In chapters, the minutes of the annual meeting should be approved at the next regular meeting. Minutes of the previous regular meeting may be read and approved at the annual meeting, which differs from a regular meeting only in that annual reports are received and elections may take place. The annual meeting **is** a regular meeting.
- The regent makes use of general or unanimous consent, as, for example, "If there is no objection, the invitation will be accepted," and if no one objects, the Regent assumes the members unanimously approve acceptance and states, "There being no objection, the invitation is accepted."
- A majority vote is more than half of those actually voting, regardless of the number of members in the room, as long as a quorum is present. A two-thirds vote is two-thirds of the number actually voting.
- On a vote by Ayes and Nays, any member not certain of the result as announced by the regent has the privilege of calling **Division** which means that the regent must call for a rising (not counted) vote so that the result is visually determined.

- Members should exercise their privilege of voting. However, anyone choosing to abstain from voting should then abide by the decision of the majority.
- Officers do not lose the right to vote by accepting office. If the vote is taken by ballot, the regent votes with other members. At other times she may vote whenever her vote will affect the result; that is, she may vote to make or break a tie, to make or break a two-thirds vote.
- There are three **ways to change motions or resolutions previously adopted**. The two most commonly used are: by a two-thirds vote without notice of the proposed change; or, if notice of the proposed change has been given, either at the previous meeting or by written notice to members, by a majority vote. It is too late to change that portion of a motion that may already have been carried out. For example, in making contributions, if it is found that all cannot be made as originally voted, it is too late to change any amounts that may already have been paid.
- If a "minutes approval" committee is used, the Regent announces the minutes were approved by committee. She does not call for additional corrections. If a correction is necessary, a formal motion to amend something previously adopted is used.
- It is wise **not to adjourn the meeting before the program**. Business that should be transacted before adjournment may arise as a result of the program.

NOTES

CHAPTER XV

AWARDS, MEDALS AND CONTESTS

No awards shall be initiated or approved posthumously. Awards that have been approved may be presented posthumously. No candidate for any award should be notified of a pending award until the award has actually been confirmed. A recipient of a DAR Award must not be recommended for a second award recognizing the same service or achievement.

PRESIDENT GENERAL

DAR Patriot Award

After the attack on America on September 11, 2001, the Executive Committee of the National Society Daughters of the American Revolution established the DAR Patriot Award to honor those men and women who have provided extraordinary service in order to protect America's freedom. This award can be given to an individual or to groups that have exhibited heroic efforts and unfailing commitment in defending the United States of America.

Dr. Anita Newcomb McGee Award

The Dr. Anita Newcomb McGee Award is presented annually during Continental Congress to the Army Nurse of the Year. This award is named for Dr. McGee, who was the first elected Librarian General of the National Society and was the Director of the DAR Hospital Corps during the Spanish-American War. She was appointed Acting Assistant Surgeon General and wrote the provisions of the act that founded the Army Nurse Corps in 1901.

Margaret Cochran Corbin Award

The Margaret Cochran Corbin Award honors the memory of Revolutionary War heroine Molly Corbin, who stepped up to man her husband's cannon when he was mortally wounded at the Battle of Fort Washington in 1775. She became the first woman pensioner of the United States military in 1779. This award pays tribute to women in all branches of the military for distinguished military service.

President General's Medallion

This medallion is awarded at the discretion of the President General.

HISTORIAN GENERAL

DAR History Award Medal

Any individual or group whose study and/or promotion of some aspect of American history—on the regional or national level—has significantly advanced the understanding of the American past is eligible for this award. A nomination for this prestigious award may be submitted by either a DAR chapter or state society to the Office of the Historian General, who with the assistance of her staff makes a complete review of the proposed recipient's dossier before a final decision is made. Current instructions for requesting a History Award Medal may be requested from the Office of the Historian General or be found on the DAR Members' Website. The criteria for this award are extremely strict and not all nominations are successful. Allow at least four months for the Office of the Historian General to receive and process a request for this medal.

When the Historian General grants approval to award the medal, it is the responsibility of the chapter to contact the DAR Insignia Store to obtain the current price and order the medal. No medal will be issued by the DAR Insignia Store without a letter of authorization from the Office of the Historian General. A free certificate for the recipient of the award is available from the Office of the Historian General.

NSDAR Excellence in American History Book Award

The NSDAR Excellence in American History Book Award recognizes distinguished historical literary works that have significantly preserved and/or promoted the study of American history. The work must be historical non-fiction or biography with a focus on American history during the Early Colonial Period (1607) through the Federalist Period (1801). A nomination may be submitted by either a DAR chapter or state society. This award is presented at the National level and is bestowed only when a literary work is deemed worthy of recognition. The criteria for this award are extremely strict and not all nominations are successful. The recipient will be honored at Continental Congress and will receive a monetary award. Instructions and criteria for nominating a recipient of this award may be found on the DAR Members' Website.

NSDAR Excellence in American History Children's Book Award

The NSDAR Excellence in American History Children's Book Award recognizes distinguished historical literary works that have significantly preserved and/or promoted the study of American history for the young reader. The work must be historical non-fiction or biography with a focus on American history during the Early Colonial Period (1607) through the Federalist Period (1801); it must be written for readers age 14 and below. A nomination may be submitted by either a DAR chapter or

state society. This award is presented at the National level and is bestowed only when a literary work is deemed worthy of recognition. The criteria for this award are strict and not all nominations are successful. Instructions and criteria for nominating a recipient of this award may be found on the DAR Members' Website.

Outstanding Teacher of American History Contest

The Outstanding Teacher of American History Contest honors notable, full-time teachers of American history (and related fields, such as social studies, government and citizenship education) in public, private and parochial schools, grades 5-12. Current instructions for nominating a teacher for this annual contest are included in the National Information Packet. Additional copies of the instruction sheet may be obtained from the Office of the Historian General and the DAR Members' Website.

A chapter selects and honors an Outstanding Teacher of American History in the local community. Chapter winners may be presented a free chapter winner certificate. Additional suggestions about how to honor a chapter winner are offered in the Application/instructions form available from the Office of the Historian General. The chapter winner's dossier is submitted to the State Historian so that the state society can select and honor a state winner. The state winner is eligible to participate in the NSDAR national competition. State winner dossiers are forwarded to the Historian General, who arranges for three non-DAR judges to select the national winner. Each state winner may be presented a free state-level winner certificate and a special pin is available for purchase. All requests for chapter and state certificates, as well as for the pin, should be sent to the Office of the Historian General. The national Outstanding Teacher of American History is honored at Continental Congress and presented with the Augustin G. Rudd Award, given annually to a person who has made an outstanding contribution to continuing or fostering in our public education system the standards and principles of Americanism. The national winner receives a monetary award, a special certificate and a book. The second and third place winners receive a monetary award, certificate and book.

LIBRARIAN GENERAL

During Continental Congress each year, the Librarian General presents awards to the states for book and microform donations received during the previous fiscal year (January 1–December 31). The DAR Library Gift Approval and Donation Form, to be used for donations, is posted on the DAR Members' Website (See Forms and Publications, Librarian General).

Genealogical Records Committee Awards

Awards are presented at each Continental Congress to the top three indexers participating in the GRC Indexing Project. The individual, state and chapter submitting the most pages of original source records are also recognized. In addition, states in each of the five membership categories with the most Pages of genealogical source material submitted receive an award.

REPORTER GENERAL

THE FOUNDERS MEDALS

The Founders Medals, established by the National Board of Management in 1995, recognize citizens who have given unselfishly of themselves and/or their talents to their community, state, or nation.

Founders Medals Guidelines: Founders Medal recipients must have displayed extraordinary acts of heroism, service (youth), patriotism and achievement (education). Awards should only be given in recognition of deeds, service, or educational pursuits that go far beyond the obligations of an individual's employment or normal duties. DAR members may not be considered for this award if the proposed award is a result of or relates to normal DAR activities. None of the Founders Medals may be awarded posthumously. Founders Medals may not be awarded to an individual who has already received a major DAR award for the same achievement.

Founders Medals Procedure: Nominations for Founders Medals must be sent to the Office of the Reporter General, NSDAR, 1776 D Street NW, Washington, D.C. 20006–5303 or via email to FoundersMedal@dar.org no less than ~~30~~ 14 days before the regular National Board Meetings held in February, June/July and October. Only individuals may be nominated for the Founders Medals and no more than one nomination for each of the awards may be submitted by a nominating body (chapter, state, or National Society) each year.

A recommendation form, complete with all guidelines and requirements, is available in the National Information Packet and on the DAR Members' Website and must accompany all submitted recommendations.

A Letter of Nomination (two pages or less, single-sided) from a representative of the nominating chapter/body must include a complete description of deed, service or educational pursuit; in addition, supporting materials, including copies/description of media coverage, may be submitted as part of the nomination. Letters of Recommendation (each two pages or less, single-sided) from three other non-DAR individuals

must also be included. Limit total materials to 10 or fewer single-sided pages. Recommendation materials will not be returned. No photographs are admissible with the nomination packet. Recommendation materials will not be returned.

Nominations are judged by members of one of the three Vice President General classes currently serving on the National Board of Management. The Reporter General serves as Advisor to the Founders Medal Judging Committee.

Nominating bodies will be notified of each award's approval or disapproval. If approved, the nominating body will be instructed on how to obtain the appropriate Founders Medal and certificate. The current cost of the Founders Medal is $43, which includes postage and handling. This amount is subject to change without advanced notification. If not approved, the Office of the Reporter General will inform the nominating body why the recommendation was denied. The nominating form has a place for the chapter or state to indicate whether their nominee may be considered to receive a Founders Medal other than the one for which they submitted the Application, if the judges deem it more appropriate.

Ellen Hardin Walworth Medal for Patriotism

The Ellen Hardin Walworth Medal for Patriotism honors an individual (21 years of age and older) who has displayed outstanding patriotism in the promotion of our American ideals of God, Home and Country through faithful and meritorious service to community, state, or nation. Examples include, participation in faith-based activities, scouting, conservation, hereditary, historical, genealogical, or organized sports activities. In addition, one who has performed outstanding service as a member of the military, religious or business community may be considered for this award.

Eugenia Washington Medal for Heroism

The Eugenia Washington Medal for Heroism honors an individual civilian (21 years of age or older) who has displayed the outstanding qualities of courage and valor, recognizing outstanding bravery and self-sacrifice in the face of imminent danger.

Mary Desha Medal for Youth

The Mary Desha Medal for Youth honors a young person (~~21~~ 20 years of age and younger) for outstanding service to his/her community, state, or nation through service and leadership in activities such as conservation, organized sports (beyond school-sponsored activities), scouting, church, or community, state or national service organizations. This individual will have exceeded expectations for the nominee's age. Academic achievement is not a consideration for this award.

Mary Smith Lockwood Medal for Education

The Mary Smith Lockwood Medal for Education honors an individual who has shown outstanding achievement through service and leadership in promoting education outside the formal educational process, such as improving literacy for adults or children or, teaching English to foreign-born individuals.

COMMITTEE AWARDS, MEDALS AND CONTESTS

Further information on all committee functions can be found in Chapter VII.

AMERICAN HERITAGE COMMITTEE

American Heritage Contests

Members are invited to participate in the various contests conducted by this committee. The theme and instructions from the National Chair are included in the National Information Packet and on the DAR Members' Website. Beginning with the 2021-2022 contest, all contest entries will be submitted by email and electronic means. All national winners (first through third) will receive a certificate and are eligible to order the American Heritage Committee national winner's pin.

Evelyn Cole Peters Awards for Excellence in American Heritage

The coveted Evelyn Cole Peters Awards for Excellence in American Heritage were established in honor of Evelyn Cole Peters, the first Chair of the American Heritage Committee. The awards may be given to individual members for Literature and Drama, Music, Art and Sculpture, Crafts and Fiber Arts, when exemplary entries are submitted.

Women in the Arts Recognition Award

This award, instituted in 2011, may be given to recognize and honor a woman who has made significant achievements at the community level in her artistic field. The award, comprising a certificate and a lapel pin, may be presented by the American Heritage Committee to DAR members or non-members. The award is designed to recognize worthy women for outstanding achievement in non-performance arts, including fiber arts design and creation; fine arts and sculpture design and creation; music composition; literature and drama authorship; artisan design and creation, including, but not limited to jewelry, metalwork, decorative painting and pottery.

The recipient is expected to have contributed to her artistic field in an outstanding manner beyond mastery of technique. This may include

innovative design work, featured exhibitions, publication, research and technique development. The criteria for this award are strict and not all nominations are successful. Professional women in the arts are eligible for this award as long as they have demonstrated outstanding contributions to their field as outlined above. This is a non-competitive recognition award with no timeline for Applications.

A chapter or state organization must sponsor each candidate. Two letters of recommendation written by non-DAR members, no more than two articles which discuss the achievements of the individual and up to ten photographs which show the accomplishments of the individual must accompany the Application. Do not include extraneous materials that do not support the recommendation. The Application packet will NOT be returned. Send all materials to the American Heritage National Vice Chair, Women in the Arts Recognition Award. Beginning with the 2021-2022 contest, all Women in the Arts Recognition Award entries will be submitted by email and electronic means. Allow ten weeks for the approval process.

All chapters/organizations will be notified of the outcome of their Application. If the Application is successful, a letter of approval signed by the National Vice Chair will be sent authorizing the sponsoring chapter or state organization to purchase the Women in the Arts Recognition pin and certificate from the DAR Store.

AMERICAN HISTORY COMMITTEE

American History Essay Contest

Chapters are encouraged to conduct the American History Essay Contest in public, private and parochial schools and among those who are homeschooled. Students in the fifth, sixth, seventh and eighth grades are eligible to participate. Each year by early spring a selected topic for use during the upcoming academic year is announced. Complete contest instructions for the chapters and schools are available to the chapter in the National Information Packet and on the DAR Members' Website.

Essays are judged for historical accuracy, adherence to topic, organization of material, interest, originality, spelling, grammar, punctuation, neatness. A title page listing required information and a bibliography are also taken into consideration during the judging process. Judging at the chapter level is conducted by three judges, including one non-DAR member. Judging at all other levels is conducted by three non-DAR member judges.

Chapters may send one winning essay from each of the four grades to the State Chair for judging on the state level. State Chairs send one winning essay from each grade to the National Vice Chair of their division. National Division Vice Chairs send the four winning essays from their divisions to

the National Vice Chair in charge of the essay contest for final judging and selection of the four national NSDAR winners.

Each participant should receive a certificate of participation. Chapter winners should receive the chapter winner certificate and a bronze medal. State winners should receive the state winner certificate and a silver medal. The above-mentioned medals and certificates are available from the DAR Store in the Office of the Corresponding Secretary General and should be ordered at least one month prior to the date of anticipated presentation.

A division winner certificate and book is presented to each division winner. The four national winners (one in each grade category) receive certificates, special medals and monetary awards. The second and third place national winners in each grade category, receive certificates and monetary awards.

Patriots of the American Revolution DAR High School Essay Contest

In 2021, NSDAR established a new high school-level essay contest focused on figures of the American Revolution, in preparation for the 250th anniversary of the nation's founding. The contest is open to students in grades 9 through 12 in public, private, or parochial schools, or those who are home schooled. This contest is conducted without regard to race, religion, sex, or national origin. All grades will be judged together, with one winner chosen. The topic remains the same each year: Select a figure from the era of the American Revolution (1773 – 1783). Discuss how he or she influenced the course of the American Revolution, who he or she was and his/her contribution to the founding of a new nation. Figures may be any person, whether a well-known figure or an everyday man, woman or child who supported the American Revolution in ways large or small. Students are encouraged to use primary sources (i.e., immediate, first-hand accounts such as letters, diaries, speeches or newspaper reports) for their research, lesser well-known figures are acceptable, but subjects must have been actual participants, i.e. not fictionalized. Complete contest instructions for the chapters and schools are available to the chapter in the National Information Packet and on the DAR Members' Website.

One winning essay from a chapter is submitted to state chairs of American History; one state winner is forwarded to the division vice chairs for judging; one division winner is forwarded to the National Vice Chair for the Patriots of the American Revolution Essay Contest. First, second, and third-place winners are selected.

Chapters select one essay as the chapter winner and may award the individual with the chapter winner certificate/bronze medal set. In addition, all chapter participants may be awarded a certificate of participation. These items are available for sale through the DAR Store.

At the state level, one Patriots of the American Revolution essay is selected as the state winner and a state-level certificate/silver medal set is presented, plus any other awards at the discretion of the state. The certificate/medal set is available through the DAR Store.

Division Winners receive a Division Winner Certificate and a book. National 1st, 2nd and 3rd Place Winners receive a National Winner Certificate and a monetary award.

Outstanding Work in American History/
Excellence in History DAR Award

Alternatively an outstanding student of American history can be recognized (separate from participation in one of the two above-mentioned essay contests) through the presentation of a certificate of award and a bronze medal. A chapter determines eligibility and may present this award to a student in any grade.

AMERICANISM COMMITTEE

DAR Medal of Honor

The DAR Medal of Honor is given to an adult who is a United States citizen by birth and has shown extraordinary qualities of leadership, trustworthiness, service and patriotism. Recipients must have made unusual and lasting contributions to our American heritage by truly giving of themselves to their community, state, country and fellow citizens. This award was established by the Executive Committee in 1972.

Recommendation forms and instructions for the DAR Medal of Honor may be obtained from the Office of the Reporter General, NSDAR, 1776 D Street NW, Washington, D.C. 20006-5303 or downloaded from the DAR Members' Website.

DAR members are not eligible to receive the DAR Medal of Honor. Nominees must be at least 18 years of age and the chapter sponsoring the nominee must follow instructions and guidelines. Proof of citizenship is required. The proposed recipient must be living at the time of national approval. Avoid nominating elected or appointed government officials who are currently in office and receive payment for their services. Elected officials may not be recognized until they are out of office, and then only for volunteer work outside the scope of their elected position.

Please be sure to include the date of the proposed presentation and allow six to eight weeks for approval and receipt of the medal and certificate.

The DAR Medal of Honor Approval Process

When the recommendation is completed, make two copies, making

sure the State Regent has approved and signed the recommendation forms. Send two copies of the recommendation and one copy of the of the supporting material to the State Chair, including a chapter check payable to the DAR Insignia Store for the current cost of the Medal. The State Chair forwards the check, two signed recommendation copies and one copy of the supporting material to the National Chair.

If the National Chair approves the recommendation, the Chapter Regent and State Chair will receive a letter of approval with a copy of the recommendation. The State Regent will receive a copy of the letter of approval. If the recommendation is not approved, it will be returned to the State Chair with an explanation and she will notify the Chapter Regent and State Regent.

If the recommendation is approved, the National Chair will send the authorization for the medal and the chapter's check to the DAR Insignia Store and provide a copy for the Chapter Regent. Once the nomination is approved, the Office of the Reporter General will send a certificate to the nominating chapter to present to the recipient.

DAR Americanism Medal

The DAR Americanism Medal, established in February 1958, is given to an adult who has been a naturalized United States citizen for at least five years and has fulfilled the following required qualifications after naturalization. DAR Americanism Medal recipients must have shown extraordinary qualities of leadership, trustworthiness, service and patriotism. They must have actively assisted other immigrants to become American citizens or displayed outstanding ability in community affairs, preferably with emphasis on the foreign-born community. Proof of citizenship is required.

Recommendation forms and instructions for the DAR Americanism Medal may be obtained from the Office of the Reporter General, NSDAR, 1776 D Street NW, Washington, D.C. 20006–5303 or downloaded from the DAR Members' Website.

DAR members are not eligible to receive the Americanism Medal. Nominees must be at least 18 years of age and the chapter sponsoring the nominee must follow instructions and guidelines. The proposed recipient must be living at the time of national approval. Please avoid nominating elected or appointed government officials who are currently in office.

Please be sure to include the date of the proposed presentation and allow six to eight weeks for approval and receipt of medal and certificate.

The Americanism Medal Approval Process

When the recommendation is completed, prepare two copies, making sure the State Regent has approved and signed the recommendation

forms. Send two copies of the recommendation and one copy of the supporting material to the State Chair, including a check payable to the DAR Insignia Store for the current cost of the Medal. The State Chair forwards the check, two signed recommendation copies and one copy of the supporting material to the National Chair.

If the National Chair approves the recommendation, the Chapter Regent and State Chair will receive a letter of approval with a copy of the recommendation. The State Regent will receive a copy of the letter of approval. If the recommendation is not approved, it will be returned to the State Chair with an explanation; she will notify the Chapter Regent and State Regent.

If the recommendation is approved, the National Chair will send the authorization for the medal and the chapter's check to the DAR Insignia Store and provide a copy for the Chapter Regent. Once the nomination is approved, the Office of the Reporter General will send a certificate to the nominating chapter to present to the recipient.

COMMUNITY SERVICE AWARDS COMMITTEE

Community Service Awards

The Community Service Award recognizes worthy individuals for unpaid voluntary achievements in cultural, educational, humanitarian, patriotic, historical, citizenship or environmental conservation endeavors. The recipient must have contributed to the community in an outstanding manner through voluntary heroic, civic, benevolent service or by organizing or participating in community activities. The achievement must have taken place within the past five years. Members of NSDAR are eligible for this award if the service is unrelated to their DAR activities.

A chapter may present only two awards per NSDAR year. A state society may also present two awards from the state level per year. The award may not be presented to a recipient more than one time and may not be initiated or approved posthumously. Awards that have been approved may be presented posthumously. A nominee may not receive more than one NSDAR award for the same accomplishments.

Community Service Awards are chapter or state awards of recognition not contests. There is no competitive judging on any level.

The State Chair of the Community Service Awards Committee administers the award process. The chapter or state initiates the award nomination and sends the recommendation form to the State Chair for her review and final approval. The recommendation must be accompanied by documentation (letters of recommendation, newspaper articles or other documentation as required by the State Chair). ~~a check for the proper amount made payable to Treasurer General, NSDAR and an envelope with sufficient postage for the State Chair to forward the approval of the Community Service Award to the DAR Store in the Office of the~~

~~Corresponding Secretary General.~~ Upon approval by the state chair, the chapter may purchase the award from the DAR Store.

~~For the proper amount to remit, contact the DAR Store in the Office of the Corresponding Secretary General or refer to the DAR Members' Website. If approval is granted for the award, a certificate and pin will be mailed from the DAR Store.~~ Recommendation forms ~~with guidelines~~ and instructions are available through the DAR Members' Website and the National Information Packet. Allow at least six to eight weeks for the approval and purchase process.

CONSERVATION COMMITTEE

NSDAR Conservation Medal

The NSDAR Conservation Medal may be awarded to adult and youth volunteers, including DAR members, with distinguished conservation records; businesses that exhibit sustained efforts to improve the environment or to educate the public on conservation issues; and compensated individuals who go above and beyond the requirements of their jobs. The criteria for issuance should include: outstanding efforts in wildlife and nature centers; resource management; park establishment; youth leadership; conservation-related media and education. Medals will be presented to each person in the group receiving the award. The award process is administered by the National Chair of the Conservation Committee.

The nominee (individual or group) must be sponsored by a chapter or a state organization and should have at least two letters of recommendation written by non-DAR members. Materials such as newspaper articles should be included to substantiate the recommendation. The application should be signed by the Chapter Regent, the State Chair and the State Regent. The application and instructions are printed in the National Information Packet and are available on the DAR Members' Website. Allow eight weeks for the application approval process.

The application should be signed by the Chapter Regent, the State Chair and the State Regent. The application and instructions are printed in the National Information Packet and are available on the DAR Members' Website. Allow eight weeks for the application approval process.

This award may not be awarded to a recipient more than one time and may not be initiated or approved posthumously. Awards that have been approved may be presented posthumously.

The application, recommendation and check for the cost of the medals, payable to the DAR Insignia Store, should be sent to the State Chair who will forward it to the National Chair. After approval is given,

the National Chair will forward the check to the DAR Insignia Store and the medal will be shipped to the state or Chapter Chair. The National Chair will order the accompanying certificate from the Office of the Reporter General. If not approved, the check will be returned to the chapter.

DAR GOOD CITIZENS COMMITTEE

DAR Good Citizens Award

The recommended procedure is for the faculty to select, by vote, three seniors who best demonstrate the qualities of a good citizen in their homes, schools and communities. From these three seniors, the senior class may select, by vote, the one senior student to be the school's DAR Good Citizen for that school year. Each school may, however, use a method of its own choice.

After the school selects the DAR Good Citizen winner, the winner may choose to compete in the DAR Good Citizens Scholarship Contest.

DAR Good Citizens Scholarship Contest

The DAR Good Citizen winner will be given the required Application to be completed. A completed scholarship entry includes Part I and Part II. Part I consists of listing the student's activities/projects; an explanation of how he/she has incorporated the four qualities of a DAR Good Citizen (dependability, service, leadership and patriotism) into his/her life; an official school transcript; and two letters of recommendation. Part II consists of an essay. One male and one female recipient shall be selected annually.

Local, State and National Awards for DAR Good Citizens

DAR Good Citizens Local Awards

Each school winner (one per school per year) receives a DAR Good Citizen winner's pin, certificate and a wallet recognition card.

DAR Good Citizens State Awards

Each state winner receives a state winner's pin, certificate, recognition card and a check issued from the State Treasurer (with reimbursement from the Treasurer General to the State Treasurer). Each state winner's scholarship packet is sent by the State Chair to her National Division Vice Chair for judging to determine the division winner. One male and one female recipient are to be chosen for each state, each to receive $250 from the DAR Good Citizens Committee Scholarships and Awards Fund of the National Society, made payable to the winner.

DAR Good Citizens National Awards

One male and one female recipient should be chosen for each division, each to receive $500 from the DAR Good Citizens Committee Scholarships and Awards Fund of the National Society, made payable to the winner. From these eight winners, two national winners will be determined, one male and one female.

The two national DAR Good Citizens, one male and one female, will receive an additional monetary scholarship to be sent by NSDAR to the school of the winner's choice. The winners will be recognized at Continental Congress and receive commemorative engraved bowls.

If a national winner is enrolled in a United States Service Academy, the monetary award in check form from NSDAR will be made payable to the winner.

DAR Good Citizens Procedures/Supplies

Specific information for the DAR Good Citizen Award and Scholarship Contest is included in the National Information Packet that is e-mailed annually to the State and Chapter Regents and is available for download on the DAR Members' Website. Award, scholarship forms and information are available to the schools from their local chapter's Good Citizens Committee Chair and/or the Chapter Regent.

Non-DAR judges are to be used at all levels of judging. Each chapter may advance **one** Good Citizen winner to the next level of judging.

Chapter Chairs order pins and certificates from their State Chair. State Chairs order their pins, certificates from the DAR Store in the Office of the Corresponding Secretary General. The cost of a state winner's pin is listed on the official order blank and can be included when the State Chair's order is filled. Since the certificates must be signed by the State Regent, the order may specify that the certificates be mailed directly to the State Regent to facilitate the program and save postage (include the State Regent's mailing address with the order). The pins and recognition cards can be sent directly to the State Chair.

Five replacements per 100 certificates are allowed. There is an additional charge for extra certificates. Extra envelopes should be requested for replacement certificates, if needed. All orders must be accompanied by a check payable to the Treasurer General, NSDAR.

DAR SERVICE FOR VETERANS COMMITTEE

Outstanding Veteran Volunteer, Outstanding Youth Volunteer and Outstanding DAR Service for Veterans Awards

This committee sponsors three national contests: the Outstanding Veteran Volunteer Award, the Outstanding Youth Volunteer Award and

the Outstanding DAR Service for Veterans Award. Individuals selected in the three categories are sponsored by a chapter using the current contest forms of this committee, which can be found on the DAR Members' Website and in the National Information Packet. Contest entries are judged at the state, division and national levels. National winners in each category are invited to Continental Congress to receive their awards.

HISTORIC PRESERVATION COMMITTEE

Historic Preservation Medal

The purpose of the prestigious Historic Preservation Medal is to recognize and honor a person who has done extraordinary work over a long period of time in establishing a historic district, preserving a local landmark, restoring or preserving objects of historic cultural significance, establishing or participating in oral history projects, youth leadership and education as it pertains to historic preservation at the regional, state and/or national level. The criteria for this award are strict and not all nominations are successful. Professional individuals in the field of historic preservation are eligible for this award if they have demonstrated substantial work in a volunteer capacity in the area of historic preservation. Documentation of their volunteer efforts must accompany the Application. DAR members are eligible for this medal; however, they must meet the same requirements as non-DAR candidates. Application form and instruction sheet may be found in the National Information Packet and on the Historic Preservation Committee web Page on the DAR Members' Website.

Historic Preservation Recognition Award

The Historic Preservation Recognition award is available for DAR members and non-members and is designed to recognize worthy local individuals and groups for outstanding achievements in all areas of historic preservation. The recipient/recipients are expected to have contributed to their community in an outstanding volunteer manner. This award may be presented by state societies or chapters and is administered by a National Vice Chair. This is a non-competitive recognition award. Applicants will not be judged against other applicants. A certificate and pin are available from the DAR Store for presentation once the applicant has been approved. Additional information concerning this award and the judging criteria is located on the Historic Preservation Committee web Page on the DAR Members' Website and in the National Information Packet.

Historic Preservation Project Contest

All chapters and state societies are encouraged to participate in historic preservation as part of the National Society's goal to preserve

history. The purpose of the Historic Preservation Project Contest is to recognize chapters and state societies that have completed outstanding projects in historic preservation involving the preservation of a historic site, landmark, district, or property which may be DAR-owned, publicly owned or privately owned. The project must be sponsored by an NSDAR chapter or a state society and must have been completed in the last two years.

The contest is administered by the National Vice Chair, Historic Preservation Project Contest. After being judged, states send their first place winners to the division level. Non-DAR judges should be used both at the state and division level. Division level winners are forwarded to the National Vice Chair. Division-level winners are given certificates by their respective National Division Vice Chairs. National first, second and third place chapter and state society winners are determined by non-DAR judges and certificates are presented at Continental Congress.

Full details, Applications and instructions are available on the DAR Members' Website and in the National Information Packet.

NSDAR Excellence in Historic Preservation Certificate

In an effort to recognize outstanding individuals and organizations that promote historic preservation in myriad ways, the VanBuren Administration created the new NSDAR Excellence in Historic Preservation Certificate. The recognition honors individuals or groups that have saved and/or preserved their local history, including restoration of buildings, collections, significant objects, monuments, cemeteries and other important artifacts. Unlike the Historic Preservation Medal and the Historic Preservation Recognition Award, this certificate applauds contributions that may not necessarily be based upon exclusively volunteer efforts. For example, it might be presented to a local citizen who purchases and saves a historic home or property for their personal use. Or, it may be presented to a group or business that rescues an historic structure in order to establish it as its headquarters. Simply put, this certificate recognition is designed to thank those who cherish history and accept the responsibility to preserve it.

It may be presented to DAR members and non-members by chapters and state societies, and it does not require any formal application/approval. It is a non-competitive recognition that has no deadline.

Once the applicant has been approved by the chapter or state society wishing to present the certificate, the sponsoring entity may purchase the NSDAR Excellence in Historic Preservation Certificate and its companion medal from the DAR Store. Ideally, they should present the certificate in a quality frame that will be worthy of display in the recipient's home or business.

Chapters should be sure to report presentation of the certificate via the Chapter Master Report, beginning in 2021. Notification of the presentation of the certificates by state societies should be reported to the National Chair. Chapters should also be certain to promote presentation of the certificate via social and traditional media in order to raise the visibility of DAR's commitment to historic preservation in their local community.

JUNIOR AMERICAN CITIZENS COMMITTEE

Junior American Citizens Contest

The JAC Committee offers contests in art (banner, stamp design, poster and photo essay), creative expression (poetry and short story) and community service for grades 1–12. Preschoolers may participate in the banner division only. These contests are judged in gifted, general and special needs categories at each grade level.

A cover letter will be provided for each teacher or leader to explain the group code on the entry form. Every child in America, regardless of ability, can enter the JAC contests. The year's theme, as well as complete instructions and guidelines, may be found in the National Information Packet. All information is also available on both the Members' and the Public websites. Chapter Chairs should contact schools and youth organizations in the late summer or early fall to receive permission to distribute JAC materials and contest information. It is important for Chapter Chairs to stay in close contact with participating schools and youth groups, providing assistance and encouragement as needed.

Chapters judge local entries and send only the first-place winners in each category and grade level to the State Chair. After being judged on the state level, only first-place winners in each category and grade level are sent to the appropriate National Division Vice Chair, by whom they are judged; first-place division winners are then advanced to the National Vice Chair of the contest. National winners receive a certificate and a medal. Chapter, state and National Division Vice Chairs may present the JAC Certificate of Award to all first place winners; chapter and State Chairs and possibly national division chairs are encouraged to acknowledge second-place, third-place and honorable mention winners. Chapters may present bookmarks (free from the DAR Store) to every child who enters the contests.

The Thatcher Award

Established in 1948, this award was named in honor of Lillian Thatcher of Pueblo, Colorado, who presented $1,000 to the JAC Committee to promote committee work. This award consists of the

Thatcher pin, which is a replica of the JAC banner and an embossed citation signed by the President General, JAC National Chair and the appropriate State Regent and State Chair. The Thatcher Award may be presented at the discretion of a DAR chapter and/or state society to adults and mature JAC members for recognition of outstanding service and dedication to the JAC program. This award is ordered from the DAR Store in the Office of the Corresponding Secretary General. See current price list when ordering.

JUNIOR MEMBERSHIP COMMITTEE

Outstanding Junior Member Contest

Instituted in 1963, this contest recognizes the achievements of the DAR Junior members. A Junior who makes a vital contribution to DAR and participates in community, historic, educational and patriotic activities is first chosen and endorsed by her chapter. She cannot be 36 years of age before the contest entry deadline of October 31. The chapter Outstanding Junior completes the current contest Application form and submits it for judging at the state level. Current Applications, rules and instructions can be found on the DAR Members' Website. The National Vice Chair, Contest, supervises the State Chairs as they conduct the state contests and she conducts the contest on the national level. State Outstanding Junior Members compete nationally and three judges select eight national finalists. The **National Outstanding Junior Member** and runner-up are chosen from the national finalists and are presented on a designated evening at Continental Congress. To honor their Outstanding Junior Member, a chapter may order the Chapter Outstanding Junior Member certificate, available from the DAR Store in the Office of the Corresponding Secretary General. The chapter or the chapter winner may purchase the Chapter Outstanding Junior Member pin from the DAR Insignia Store. The state society provides the State Outstanding Junior Member pin ordered from the DAR Insignia Store. A national finalist or her state society may purchase the national finalist pin from the DAR Insignia Store. The National Society supplies the pins, pendants and gifts for the national winner and runner-up.

LITERACY PROMOTION COMMITTEE

Literacy Promotion Committee Contest

The purpose of the Literacy Promotion Committee national contest is to recognize members, chapters, and states who show outstanding achievement in the promotion of literacy. Nominated members must voluntarily promote literacy outside of employment or normal duties. Members in nominated chapters may work individually or together in the promotion of literacy, chapters in nominated states may work individually

or together in the promotion of literacy, chapters in nominated states may work individually or together. This can be accomplished by providing service in any or all of the following three areas: **Honor our Spirit of Partnership**, **Focus on Future Readers and/or Celebrate the DAR's Commitment to Literacy Promotion.** A contest entry form may be found in the National Information Packet and on the committee webpage of the DAR Members' Website. When completed, it should be sent to the state Literacy Promotion chair by the state deadline. The state winning entries are then sent to the respective National Division Vice Chairs. The National Division Vice Chair will send their winners to the National Chair to be judged in the national contest.

Literacy Promotion Committee Chapter Award Certificate
Literacy Champion Award

This chapter certificate recognizes DAR and non-DAR individuals who contribute within her/his community in an outstanding manner through service or by organizing or participating in community activities that promote literacy. The achievements must have taken place within the past five years.

Guidelines:

- This non-competitive recognition has no application deadline and does not require any formal application approval.
- The award may not be presented to a recipient more than one time and may not be initiated or approved posthumously. Awards that have been approved may be presented posthumously.
- A nominee may not receive more than one NSDAR award for the same accomplishments.

Information on the **Literacy Champion Award** certificate can be found on the DAR Members' Website, Literacy Promotion Committee webpage. A fillable pdf file of the award template can also be found on the DAR Members' Website, Literacy Promotion Committee webpage. Please record photos, articles, and information on the nominee and their project(s) on your Chapter Master Report (CMR).

~~A newsletter including all information on the Literacy Champion Award certificate is distributed by the National Literacy Promotion Chair to the National Division Vice Chairs. Division Vice Chairs will distribute to their Division State Chairs. State Chairs will distribute the information to their Chapter Chairs. To obtain a fillable pdf file of the award template, please contact the National Chair. Information can also be found on the DAR Members' Website. Please submit photos, articles, and information on the nominee and their project(s) to the National Chair.~~

NATIONAL DEFENSE COMMITTEE

The awards sponsored by the National Defense Committee provide outstanding opportunities for community service. Order medals from the DAR Store in the Office of the Corresponding Secretary General, with the exception of the DAR Distinguished Citizen Medal which is administered by State Chairs of the National Defense Committee. Credit cards and checks payable to the Treasurer General, NSDAR are acceptable forms of payment.

DAR Distinguished Citizen Medal

This medal is awarded for recognition of citizens, 18 years and older, and groups who have contributed to the defense and/or security, and thereby the freedom, of the community, state or nation. This award is presented to emergency first responders, emergency health responders, active duty military, veterans of the United States armed forces, and individuals who fulfill the qualities of honor, service, courage, leadership, and patriotism. Medals will be given to each person in the group receiving the award. The award process is administered by the state chair of the National Defense Committee. Members of NSDAR are eligible for this award if the service is unrelated to their DAR activities. A chapter may present two DAR Distinguished Citizen Medals per calendar year (January 1–December 31). The award may not be initiated or approved posthumously; however, medals that have been approved may be presented posthumously. A nominee may not receive more than one DAR Distinguished Citizen Medal.

The chapter nominates a proposed recipient, completes the nomination form (ND-2002) and attaches a detailed biographical summary, including a complete description of the service, not to exceed two pages. Supporting documentation, such as newspaper articles and photos, may be included, not to exceed eight pages. The chapter sends to the State Chair of the National Defense Committee two copies of the completed form, one copy of the biographical summary, one copy of supporting documentation; and a check in the amount of $10 payable to the Treasurer General, NSDAR. The State Chair of the National Defense Committee directs the medal program and upon approval, mails the form to the DAR Store in the Office of the Corresponding Secretary General. Upon receipt of the form, the DAR Store will mail the medal and accompanying certificate to the chapter or state. Allow six to eight weeks for processing.

DAR Youth Citizenship Medal

This award is presented to girls or boys in grades five through eleven (elementary, junior and senior high schools; public, private, or parochial), who fulfill the qualities of honor, service, courage, leadership and patriotism. One medal per grade per school may be given in accredited

and non-accredited schools. The medal may also be awarded to youth service and patriotic organizations whose membership fulfills these qualities (such as scouts, police cadets and other community service organizations). The presentation of medals serves as an excellent means of publicizing the DAR program and the principles for which it stands. Remember that education of our youth about American citizenship is of supreme importance for national defense. It is most important to foster among schoolchildren a greater appreciation of the qualities of citizenship needed by our country if it is to retain sovereignty and independence.

Each recipient in the DAR Youth Citizenship program should receive the DAR Youth Citizenship Medal and certificate from the awarding chapter. These are available for purchase from the DAR Store online, or in the Office of the Corresponding Secretary General. If desired, the chapter may also order a DAR Youth Citizenship pin, tie tack, or leaflet to accompany the award. The pin and tie tack may also be purchased separately to allow for replacement or to give to past recipients of the medal who did not receive them at the time the medal and certificate were awarded.

Note: Please do not confuse this award with the DAR Good Citizens Award. See the DAR Good Citizens Committee section in this chapter.

ROTC Medals

ROTC medals and campaign bars are awarded to student cadets of outstanding ability and achievement in high school, junior college, college, or university ROTC programs of the Army, Navy, Air Force and Marine Corps. The DAR has awarded ROTC medals since 1967 because the ROTC is such an important source of trained officers for our armed forces.

The selection of the student to receive the DAR ROTC Award is made by professors of military science, principals or heads of schools, junior colleges, colleges, or universities, or by unit commanders. Recipients must have demonstrated loyalty and patriotism and earned a record of military and scholastic achievement during their participation in an ROTC program. They must be in the upper 25 percent of their ROTC classes and in academic subjects. They must have shown qualities of dependability and good character, adherence to military discipline, leadership ability and a fundamental and patriotic understanding of the importance of ROTC training. Not more than one student in a graduating class in a secondary school Junior ROTC program may be the recipient of the DAR Bronze ROTC Medal. Similarly, not more than one student in a graduating class in a college or university Senior ROTC program may be selected for the DAR Gold ROTC Medal.

Professors of military science or unit commanders may make requests for ROTC medals to local DAR chapters or to the Office of the Reporter General, in Washington, D.C. The Office of the Reporter General will locate a DAR chapter near the requesting unit to serve as a sponsor.

Medals should be presented by the sponsoring Chapter Regent, the chapter national defense chair, or a DAR representative. If it is impossible for a DAR representative to be present, then an officer from ROTC may make the presentation.

The Gold ROTC Medal is awarded to only one graduating student per class, male or female, in a college or university Senior ROTC program who is being commissioned into the military service. Colleges or universities having more than one ROTC unit on campus (i.e., Army, Air Force, Navy and/or Marine Corps) may present the medal to one graduating student in each unit.

The Bronze ROTC Medal is presented to not more than one student who is either a junior or senior in a secondary school or junior college in the Junior ROTC program. Note: ROTC units with an extremely large number of cadets may be granted exceptions based on the unit's performance and rating among other ROTC units in their branch of military service and may receive additional medals based on the justification sent to the Office of the Reporter General with the request.

The price of each medal includes the campaign bar and a certificate. ROTC medals may be ordered from the DAR Store online. Additional certificates for use as replacements or in case of errors are available for purchase from the DAR Store. All prices are subject to change without notice.

DAR Outstanding Cadet Medal

This medal is awarded to a student for participation in a non-ROTC, military-affiliated cadet program funded by a school or private organization, including but not limited to: Naval Sea Cadet Corps; Civil Air Patrol Cadets Corps; National Defense Cadet Corps (NDCC); United States Army Cadet Corps (formerly the American Cadet Alliance); Young Marines; California Wing Cadet Corps; Middle School Cadet Corps; Navy League Cadet Corps; Army Cadets of America; and United States Army Cadet Corps. The medal recognizes a cadet that has distinguished himself or herself through outstanding leadership, honor, service, courage and patriotism (one medal per year per cadet unit). Medals are worn in accordance to cadet program protocol.

A recipient is recommended to the local DAR chapter by the unit commander. Medals should be presented by the sponsoring Chapter Regent, national defense committee Chair, or a DAR representative. In the event a DAR representative is unable to present the medal, an officer with the cadet program may make the presentation.

The price of each medal includes the campaign bar and a certificate. The DAR Outstanding Cadet medals may be ordered from the DAR Store online. All prices are subject to change without notice. Please specify the name of the cadet program and location to which the medal will be given.

PUBLIC RELATIONS AND MEDIA COMMITTEE

Media and Entertainment Awards

This committee's tasks include the encouragement and recognition of the highest standards of broadcast media. The NSDAR Media and Entertainment Award reflects the DAR's long interest in quality broadcast programming.

Chapters are invited to recognize quality local programming by presenting awards for worthy efforts. Order an award certificate from the DAR Store and present it at a chapter meeting, the broadcast station or a special event. There is no form to complete, nor is approval required from the national committee. Chapters are reminded that this award, like all DAR activities, is non-political in nature.

The National Society presents an annual award during Continental Congress to an individual or program that has contributed greatly to American culture within the historic, educational or patriotic objectives of DAR. The recipient must be nationally known and may not be a member of DAR. Individuals and chapters may send letters of nomination to their respective State Chairs of this committee; National Division Vice Chairs will forward nominations to the National Vice Chair, NSDAR Media and Entertainment Award.

Public Relations and Media committee chairs are urged to refer to the NIP for specific annual deadlines and to promote media awards at the chapter and state level to further encourage quality media coverage of DAR activities.

VOLUNTEER GENEALOGISTS COMMITTEE

Outstanding Volunteer Genealogist Award

The Outstanding Volunteer Genealogist Award is a state-level award offered at the discretion of the individual state, providing educational genealogical workshops on current standards, mentoring chapter leaders and volunteer service. ~~as an Electronic Application Reviewer [EAR].~~ Sample nominating forms and guidelines are available on the committee website.

WOMEN'S ISSUES COMMITTEE

Women's Issues Contest

Members are encouraged to participate in the Women's Issues Contest by submitting an essay in one of three categories: health, career or family. Contest rules are included in the National Information Packet and on the committee's webpage. Chapters are encouraged to honor homeless women veterans by identifying appropriate support groups in their chapter area and helping these groups apply for a Vivian's Outreach to Women grant. Complete details of this process can be found in the Women's Issues Committee section of the DAR Members' Website.

NOTES

CHAPTER XVI

SCHOLARSHIPS

Scholarship Application Information for the American Indians and DAR Scholarship Committees:

- Scholarship applications are accepted during the submission period found on the DAR public website. The DAR Scholarship webpage link is: https://www.dar.org/national-society/scholarships
- Applicants will enter and upload all their required scholarship information using the on-line application submission portal found on the scholarships page on the DAR's public website.
- The direct DAR Scholarship URL application submission link is: http://dar.academicworks.com~~/scholarships~~
- Emailed or mailed applications are no longer accepted.
- Applicants must be accepted or currently enrolled in an accredited college or university in the United States in order to receive a scholarship for the coming academic year.

AMERICAN INDIANS COMMITTEE SCHOLARSHIPS

American Indian Scholarship

The American Indian Scholarship provides a one-time $4,000 scholarship to American Indian college and technical school students of any age, from any tribe in any state, who have financial need and a minimum grade point average of 3.25 based on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution. A tribal card qualifies as identification and must be included with the application. These awards are available for vocational training or college/university undergraduate or graduate students. Preference is given to undergraduate applicants.

Anne Trevarthen Memorial Scholarship

This one-time scholarship is presented to a high-school senior who will be attending the College of William and Mary in Williamsburg, Virginia. Eligible applicants must demonstrate a personal connection to Native American culture and traditions, as well as evidence of personal commitment to celebrating diversity and to bridging differences between disparate groups. Preference is given to students who demonstrate knowledge of and/or involvement with one of Virginia's state recognized Tribes. The amount of the scholarship is based on the annual return of the endowment and may vary from year to year. Contact the College of

William and Mary Office of Admissions at (757) 221-4223 for further information about this scholarship.

Frances Crawford Marvin American Indian Scholarship

The Frances Crawford Marvin American Indian Scholarship is given annually to one full-time American Indian student (a tribal card qualifies as identification) enrolled at a two or four-year college/university. A candidate for this scholarship is judged based on financial need, academic achievement and a grade point average of 3.25 or higher based on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution. A recipient may reapply for this scholarship and be considered along with other members of the applicant pool. The amount of this award varies each year depending on the total return of the endowment, but is a substantial amount. The scholarship funds for all awards are sent directly to the respective school or university.

For further information, on the American Indians Committee, refer to Chapter VII.

DAR SCHOLARSHIP COMMITTEE SCHOLARSHIPS

~~General Scholarships~~ Merit Scholarship

Richard and Elizabeth Dean Scholarship

A scholarship in a preferred amount of $5,000 each year for up to four consecutive years to two graduating high school students. Scholarship recipients will pursue an undergraduate degree in American Studies at an accredited institution in the United States. The concentrated area of study may include American history, government, literature, art history, music, or culture. The selection process shall be based on academic merit with an initial minimum GPA of 4.0 on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution. Renewal is conditional upon maintenance of a GPA of 3.25 based on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution. This scholarship is renewable only after review and approval of the annual official transcript. An official transcript must be submitted to the Office of the Reporter General by July 1 of the year of renewal or the scholarship is forfeited.

Daughters and Sons of DAR Members Scholarship

Lillian and Arthur Dunn Scholarship (DAR Dependent)

Two scholarships of $2,500 award each, renewable for up to four consecutive years, to students who are the sons or daughters and stepchildren of dues-paying members of NSDAR. Outstanding students

may resubmit a complete Application for consideration of each year of graduate study for an additional period up to four years of continuous study. Renewal is conditional upon maintenance of a GPA of 3.25 based on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution. This scholarship is renewable only after review and approval of the annual official transcript. An official transcript must be submitted to the Office of the Reporter General by July 1 of the year of renewal or the scholarship is forfeited. The mother must be a current, dues-paying member of NSDAR. Her DAR national number must be on the application.

America 250! Scholarship

A one-time $5000 award to up to four college students majoring in American history. Applicants must be enrolled in an accredited university or college in the United States and have a minimum 3.75 GPA. Applicants will write an essay on the founding of our nation or their personal volunteer achievements for community and country. To be awarded in 2022, 2023, 2024, 2025, and 2026 in recognition of America's 250th anniversary.

History, Economics, Government and Political Science Scholarships

Dr. Aura-Lee and James Hobbs Pittenger American History Scholarship

A scholarship in the amount of $2,000 each year for up to four consecutive years to a graduating high school senior who will have a concentrated study of a minimum of 24-credit hours in American history or American government. Renewal is conditional upon maintenance of a GPA of 3.25 on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution. This scholarship is renewable only after review and approval of the annual official transcript. An official transcript must be submitted to the Office of the Reporter General by July 1 of the year of renewal or the scholarship is forfeited. This scholarship is awarded during Continental Congress.

DAR Centennial Scholarship

A one-time $2,500 scholarship awarded to two outstanding students pursuing a course of graduate study in the field of historic preservation at a college or university in the United States with a major in the field of historic preservation. This scholarship was established from a portion of the proceeds from the sale of the Centennial pin.

Enid Hall Griswold Memorial Scholarship

A one-time $5,000 scholarship awarded to two deserving junior or senior students enrolled in an accredited college or university in the United States majoring in political science, history, government, or economics.

Lucinda Beneventi Findley History Scholarship

A one-time ~~$2,500~~ $2,000 scholarship awarded to two graduating high school seniors that have demonstrated advanced interest in history and are planning to pursue the study of history in a full-time accredited college or university in the United States. The applicant must have a GPA of 3.25 on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution.

Michael T. and Mary L. Cloyd Scholarship

This scholarship is a one-time only, preferred amount award of $3,000 to two students with a minimum 3.0 GPA based on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution at the third year level of undergraduate study or at the graduate level, rotating depending on the year of the President General's administration, in the fields of: (Year 1) Museum Studies, (Year 2) Library Science, (Year 3) American History/Archives Management. Preference is given to applicants specializing in American History.

Medical, Nursing and Occupational/ Physical Therapy Scholarships

Medical Scholarships

Alice W. Rooke Scholarship

A one-time $5,000 scholarship awarded to one student enrolled in an accredited medical or osteopathic school (no pre-med). The applicant must have a 3.25 GPA on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution to qualify for the scholarship. Preference is given to females, if equally qualified.

Dr. Francis Anthony Beneventi Medical Scholarship

A one-time award of approximately $5,000 awarded to one student who has been accepted into or who is pursuing an approved course of study to become a medical or osteopathic doctor (no pre-med) at an approved, accredited medical school, college, or university. The applicant must have a minimum GPA of 3.25 based on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution. This scholarship is not automatically renewed. However, recipients may reapply for consideration each year for up to four consecutive years.

Irene and Daisy MacGregor Memorial Scholarship

A $5,000 scholarship awarded for up to four consecutive years to two students of high scholastic standing and character who have been accepted or are currently enrolled in an approved course of study to become a medical or osteopathic doctor (no pre-med) at an accredited medical school, or in psychiatric nursing, graduate level at medical schools, colleges, or universities. Renewal is conditional upon maintenance of a GPA of 3.25 on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution. This scholarship is renewable only after the review and approval of the annual official transcript. An official transcript must be submitted to the Office of the Reporter General by July 1 of the year of renewal or the scholarship is forfeited.

Leslie Andrée Hanna Medical Scholarship

A one-time preferred amount of $5,000 to a deserving female student attending medical or osteopathic school. The selection process is based on academic merit, with a minimum GPA of 3.25 on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution. The recipient may reapply for the scholarship each year but is not guaranteed the award. The scholarship may be awarded for up to four years.

Nursing Scholarships

Caroline E. Holt Nursing Scholarship

A one-time $2,500 award is given to three students who are in financial need and who have been accepted or are currently enrolled in an accredited school of nursing. A letter of acceptance into a nursing program or a transcript stating the applicant is in a nursing program must be included with the application.

District of Columbia Nursing Scholarship

A one-time $2,500 award given annually to two students in financial need who are residents in the District of Columbia who have been accepted or are currently enrolled in a nursing program at the University of the District of Columbia. A minimum GPA of 3.25 on a 4.0 scale or the equivalent GPA on the scale used by the institution is required. These scholarships are administered by the University of the District of Columbia.

Madeline Pickett (Halbert) Cogswell Nursing Scholarship

Two one-time awards of $2,500 are given to students who have been accepted, or are currently enrolled, in an accredited school of nursing; and who are members of the NSDAR, descendants of members of the NSDAR or eligible to be members of the NSDAR. The cited NSDAR member's national number must appear on the application. A letter of acceptance into the nursing program or the transcript noting the applicant is enrolled in the nursing program must be included with the application.

Mildred Eva Nutting Nursing Scholarship

A one-time $2,000 award is given to two students who are in financial need and who have been accepted or is currently enrolled in an accredited school of nursing. Preference will be given to candidates from the greater Lowell, Massachusetts area.

Occupational/Physical Therapy Scholarship

A one-time $2,000 award is given to two students who are in financial need and who have been accepted or are currently enrolled in an accredited school of occupational therapy, including art, music or physical therapy. A letter stating the applicant is accepted into the occupational therapy program must be included with the application or transcript.

Elementary and Secondary Teacher Education Scholarships

Edward G. and Helen A. Borgens
Elementary Teacher Education Scholarship

A one-time preferred amount of up to $1,500 awarded to one student who is 25 years of age or older. Applicants must be studying to teach at the elementary school level. Applicants must have at least a 3.5 GPA based on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution; be at least a college sophomore, and attend or plan on attending an accredited college or university. The award is based on academic merit and is not automatically renewable, however; recipients may reapply for consideration as long as they meet the eligibility requirements.

Edward G. and Helen A. Borgens
Secondary Teacher Education Scholarship

A one-time preferred amount of up to $1,500 awarded to one student who is 25 years of age or older. Applicants must be studying to teach at the secondary school level. Applicants must have at least a 3.5 GPA based on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution; be at least a college sophomore and attend or plan

on attending an accredited college or university. The award is based on academic merit and is not automatically renewable, however; recipients may reapply for consideration if they meet the eligibility requirements.

SPECIFIC SCHOLARSHIPS

Arthur Lockwood Beneventi Law Scholarship

A one-time award in the preferred amount of $2,000 for a student who is either enrolled in or attends an accredited law school and has a minimum GPA of 3.25 based on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution. This scholarship is not automatically renewable; however, recipients may reapply for consideration each year for up to four consecutive years.

Mary Elizabeth Lockwood Beneventi MBA Scholarship

A one-time preferred amount of up to $2,000 for a student attending graduate school full-time in an accredited college or university and majoring in business administration. Applicant must have a minimum GPA of 3.25 based on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution This scholarship is not automatically renewable, however, recipients may reapply for consideration each year for up to four consecutive years.

Margaret Howard Hamilton Scholarship

A $1,000 award is given for up to four consecutive years, with annual official transcript review by the Office of the Reporter General required for renewal, to a graduating high school senior accepted into the Harvey and Bernice Jones Learning Center, housing the Ben D. Caudle Learning Program, University of the Ozarks, Clarksville, Ark. Application forms must be requested directly from the Learning Center upon acceptance into this program for learning-disabled students.

Robert Hunter Swadley Horticulture Scholarship

The Robert Hunter Swadley Horticulture Scholarship is for graduating high school seniors with a minimum 3.0 GPA on a 4.0 scale who will be entering an accredited college or university located in the United States as a freshman with a major in horticulture. The applicant must be a United States citizen ~~residing in~~ and a resident of the state of California. The scholarship shall cover full or partial tuition funding for room and board, books and educational supplies. The actual amount of the scholarship will be determined each year based on the income generated by the principal of the fund.

Nellie Love Butcher Music Scholarship

A one-time preferred amount of up to $5,000 shall be given annually to a male or female music student who is pursuing an education in piano or voice. Special consideration shall be given to students currently attending the Duke Ellington School of the Performing Arts in Washington, D.C. Performance material on an mp3 file must be submitted with the application.

William Robert Findley Graduate Chemistry Scholarship

A one-time preferred amount $2,000 scholarship for a student attending graduate school full-time at an accredited college or university and majoring in chemistry. The applicant must have a minimum GPA of 3.25 based on a 4.0 scale or the equivalent GPA on the scale used by the applicable educational institution. This scholarship is not automatically renewable, however, recipients may reapply for consideration each year for up to four consecutive years.

Leo W. and Alberta V. Thomas Utz Scholarship – English

A scholarship in the amount of $4,000 year for up to four consecutive years awarded to one student who is pursing undergraduate or graduate degrees in English. Renewal is conditional upon maintenance of a GPA of 3.25 based on a 4.0 scale, or the equivalent GPA on the scale used by the applicable educational institution. An official transcript must be submitted to the Office of the Reporter General each year by July 10th or the scholarship is forfeited.

Leo W. and Alberta V. Thomas Utz Scholarship – Math

A scholarship in the amount of $4,000 year for up to four consecutive years awarded to one student who is pursuing an undergraduate or graduate degree in math. Renewal is conditional upon maintenance of a GPA of 3.25 based on a 4.0 scale, or the equivalent GPA on the scale used by the applicable educational institution. An official transcript must be submitted to the Office of the Reporter General each year by July 10th or the scholarship is forfeited.

Leo W. and Alberta V. Thomas Utz Scholarship – Science

A scholarship in the amount of $4,000 year for up to four consecutive years awarded to one undergraduate or graduate student who has declared a major in a natural science field of study or a student who has been accepted into or is currently enrolled in a masters or doctoral graduate program in a natural science field of study. The concentrated areas of

natural scientific study may include, but not limited to, biology, chemistry, physics, astronomy or earth science. Medical, veterinary, dental or nursing degree programs will not be considered. The scholarship is awarded to students who have demonstrated understanding of, and interest in, their chosen scientific field. ~~is pursing undergraduate or graduate degrees in science.~~ Eligibility and renewal ~~is~~ are conditional upon a minimum ~~maintenance of a~~ GPA of 3.25 based on a 4.0 scale, or the equivalent GPA on the scale used by the applicable educational institution. An official transcript must be submitted to the Office of the Reporter General each year by July 10th or the scholarship is forfeited.

For further information on the DAR Scholarship Committee, refer to Chapter VII.

DAR SCHOOL COMMITTEE SCHOLARSHIPS

Listed below are the scholarships awarded and administered by the NSDAR through the National Vice Chair, DAR School Scholarship, DAR School Committee, whose name and address is printed on the school scholarship application form. Application packets may be obtained from the DAR school the applicant attends. Applicants must be citizens of the United States and must be accepted by an accredited college, university, or technical school in the United States.

All applicants must obtain a letter of sponsorship from the DAR school he or she attends. Only Applications completed in detail and submitted on the proper forms in one package will be considered. Applications submitted incorrectly are eliminated from consideration. Only winners will be notified as soon as the respective scholarships have been awarded.

All awards are placed on deposit with the college, university, or technical school; any unused portion shall be returned to the NSDAR. All awards are based upon academic excellence, commitment to field of study (as required) and/or financial need.

Frankie Ellen Wood Giroux Scholarship
(Crossnore and Hillside students eligible)

This scholarship is awarded one time only in the amount of up to $2,000 to five deserving and needy students at Crossnore ~~School and Children's Home~~ Communities for Children to provide for tuition, subsistence, or other expenses of the student. The prospective student's recommendation and accompanying application should come from the

administrator of the respective school to the National Vice Chair, DAR School Scholarship, DAR School Committee by the application deadline.

Idamae Cox Otis Scholarship

(Kate Duncan Smith)

This scholarship is awarded in the amount of $1,000 per year for four consecutive years to one graduating high-school senior at Kate Duncan Smith DAR School who has maintained a minimum C average and desires to attend a college, university, or technical school. Renewal is conditional upon annual transcript review by the Office of the Reporter General. Transcripts must be submitted by July 1 of the year of renewal.

Applications are available through the school. Applications must be received by the National Vice Chair of the DAR School Scholarship, DAR School Committee by the application deadline.

Longman-Harris Scholarship

(Kate Duncan Smith Seniors)

This scholarship is awarded to a qualified graduating senior of Kate Duncan Smith DAR School. The student must have an A or B average for

his or her senior year and wish to attend a four-year college or university in the state of Alabama. The scholarship is awarded in the amount of $2,000 each year for up to four consecutive years, with annual transcript review by the Office of the Reporter General required for renewal. The recipient of the scholarship must maintain an A or B average in college or forfeit the scholarship. Applications are through the school. Applications must be received by the National Vice Chair, DAR School Scholarship, DAR School Committee by the application deadline.

Mildred Louise Brackney Scholarship
(Kate Duncan Smith)

This scholarship is awarded one time only in the amount of $1,000 to one graduating high-school senior at Kate Duncan Smith DAR School who has demonstrated academic excellence and is in financial need. Applications are through the respective school. The National Vice Chair, DAR School Scholarship, DAR School Committee must receive Applications by the application deadline.

For further information, on the DAR School Committee, refer to Chapter VII.

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Revised July 2023

CERTIFICATE OF INCORPORATION

During the first five years after organization, The National Society, Daughters of the American Revolution operated under a Certificate of Incorporation dated June 8, 1891. This certificate was for a term limited to twenty years.

The objects were as stated in the Act of Incorporation December 2, 1895.

ACT OF INCORPORATION

H.R. 3553

Fifty-fourth Congress of the United States of America;

At the First Session,
Begun and held at the City of Washington on Monday, the second day of December, one thousand eight hundred and ninety-five.

AN ACT

To incorporate the National Society of the Daughters of the American Revolution.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That Mary Parke Foster (Mrs. John W. Foster), of Indiana; Mary Virginia Ellet Cabell (Mrs. William D. Cabell), of Virginia; Helen Mason Boynton (Mrs. Henry V. Boynton), of Ohio; Henrietta Greely (Mrs. A. W. Greely), of Washington, District of Columbia; Leslie Dent Saint Clair (Mrs. F. O. Saint Clair), of Maryland; Regina M. Knott (Mrs. A. Leo Knott), of Maryland; Sara Agnes Rice Pryor (Mrs. Roger A. Pryor), of New York; Sarah Ford Judd Goode (Mrs. G. Browne Goode), of Washington, District of Columbia; Mary Desha, of Kentucky; Sue Virginia Field (Mrs. Stephen J. Field), of California; Sallie Kennedy Alexander (Mrs. Thomas Alexander), of Washington, District of Columbia; Rosa Wright Smith, of Washington, District of Columbia; Sarah C. J. Hagan (Mrs. Hugh Hagan), of Georgia; Mary Stiner Putnam (Mrs. John Risley Putnam), of New York; Mary Leighton Shields (Mrs. George H. Shields), of Missouri; Ellen Hardin Walworth, of New York; Mary E. MacDonald (Mrs. Marshall MacDonald), of Virginia; Eugenia Washington, of Virginia; Alice M. Clarke (Mrs. A. Howard Clarke), of Massachusetts; Clara Barton, of Washington, District of Columbia; Mary S. Lockwood, of Washington,

District of Columbia; Frances B. Hamlin (Mrs. Teunis S. Hamlin), of Washington, District of Columbia; Martha C. B. Clarke (Mrs. Arthur E. Clarke), of New Hampshire; Lucia E. Blount (Mrs. Henry Blount), of Indiana; Jennie A. O. Keim (Mrs. Randolph De B. Keim), of Connecticut; Louise Ward McAllister, of New York; Effie Ream Osborn (Mrs. Frank Stuart Osborn), of Illinois; Maria Devereux, of Washington, District of Columbia; Belinda O. Wilbour (Mrs. Joshua Wilbour), of Rhode Island; Georgiana E. Shippen (Mrs. W. W. Shippen), of New Jersey; Julia K. Hogg (Mrs. N. B. Hogg), of Pennsylvania; Katherine C. Breckinridge (Mrs. Clifton R. Breckinridge), of Arkansas; Sara Isabella Hubbard (Mrs. Adolphus S. Hubbard), of California; Mary L. D. Putnam (Mrs. Charles E. Putnam), of Iowa; Delia Clayborne Buckner (Mrs. Simon B. Buckner), of Kentucky; Emily Marshall Eliot (Mrs. Samuel Eliot), of Massachusetts; Lucy Grey Henry (Mrs. William Wirt Henry), of Virginia; Elizabeth Blair Lee, of Maryland; Mrs. Frances P. Burrows (Mrs. Julius C. Burrows), Mrs. Mary L. McMillan (Mrs. James McMillan), Mrs. Emma Gregory Hull (Mrs. J. A. T. Hull), Mrs. Mary B. K. Washington (Mrs. Joseph Washington), and their associates and successors, are hereby created a body corporate and politic, in the District of Columbia, by the name of the National Society of the Daughters of the American Revolution, for patriotic, historical, and educational purposes, to perpetuate the memory and spirit of the men and women who achieved American Independence, by the acquisition and protection of historical spots and the erection of monuments; by the encouragement of historical research in relation to the Revolution and the publication of its results; by the preservation of documents and relics, and of the records of the individual services of Revolutionary soldiers and patriots, and by the promotion of celebrations of all patriotic anniversaries; to carry out the injunction of Washington, in his farewell address to the American people, "to promote, as an object of primary importance, institutions for the general diffusion of knowledge," thus developing an enlightened public opinion and affording to young and old such advantages as shall develop in them the largest capacity for performing the duties of American citizens; to cherish, maintain and extend the institutions of American freedom; to foster true patriotism and love of country, and to aid in securing for mankind all the blessings of liberty.

Sec. 2. That said Society is authorized to hold real and personal estate in the United States, so far only as may be necessary to its lawful ends, to an amount not exceeding $500,000, and may adopt a constitution and make bylaws not inconsistent with law, and may adopt a seal.

Said Society shall have its headquarters or principal office at Washington, in the District of Columbia.

Sec. 3. That said Society shall report annually to the Secretary of the Smithsonian Institution concerning its proceedings, and said Secretary shall communicate to Congress such portions thereof as he may deem of national interest and importance. The Regents of the Smithsonian Institution are authorized to permit said National Society to deposit its collections, manuscripts, books, pamphlets, and other material for history in the Smithsonian Institution or in the National Museum, at their discretion, upon such conditions and under such rules as they shall prescribe.

Approved February 20, 1896
GROVER CLEVELAND

THOMAS B. REED
Speaker of the House of Representatives.

A. E. STEVENSON
Vice President of the United States and President of the Senate.

DEPARTMENT OF STATE

I certify that the above is a true copy of an Act of Congress, the original of which is on file in this Department.

In testimony whereof, I, Richard Olney, Secretary of State of the United States, have hereunto subscribed my name and caused the Seal of the Department of State to be affixed.

Done at the City of Washington this 5th day of May, A.D. 1896, and of the Independence of the United States of America the 120th.

(Seal) RICHARD OLNEY

PUBLIC LAW – NO. 277 – 63RD CONGRESS
H.R. 2504

An Act to amend Section 2 of an Act entitled "an Act to Incorporate the National Society of the Daughters of the American Revolution."

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That Section two of an Act entitled "An Act to Incorporate the National Society of the Daughters of the American Revolution," approved February twentieth, eighteen hundred and ninety-six, be, and the same is hereby, amended so as to read as follows:

"SEC. 2. That the said society is authorized to hold real and personal estate in the United States, so far only as may be necessary to its lawful ends, to an amount not exceeding $1,000,000, and may adopt a constitution and make bylaws not inconsistent with law, and may adopt a seal.

"The said society shall have its headquarters or principal office at Washington in the District of Columbia."

Approved, March 3, 1915.

PUBLIC LAW – NO. 6 – 69TH CONGRESS
S-780

An Act to Amend Section 2 of the Act entitled "An Act to Incorporate the National Society of the Daughters of the American Revolution."

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That Section 2 of the Act entitled, "An Act to Incorporate the National Society of the Daughters of the American Revolution," approved February 20, 1896, as amended, is amended to read as follows:

"Sec. 2. That said Society is authorized to hold real and personal estate in the United States, so far only as may be necessary to its lawful ends, to an amount not exceeding $5,000,000, and may adopt a constitution and make bylaws not inconsistent with law, and may adopt a seal. Said Society shall have its headquarters or principal office at Washington, in the District of Columbia."

Approved February 5, 1926.

PUBLIC LAW 93 – 82ND CONGRESS
CHAPTER 255 – 1ST SESSION
H.R. 1899

AN ACT

To amend Section 2 of the Act entitled "An Act to Incorporate the National Society of the Daughters of the American Revolution."

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section 2 of the Act entitled, "An Act to incorporate the National Society of the Daughters of the American Revolution," approved February 20, 1896, as amended, and as amended February 5, 1926, is amended to read as follows:

"SEC. 2 That said society is authorized to hold real and personal estate in the United States, so far only as may be necessary to its lawful ends, to an amount not exceeding $10,000,000, and may adopt a constitution and make bylaws not inconsistent with law, and may adopt a seal. Said Society shall have its headquarters or principal office at Washington, in the District of Columbia."

Approved July 30, 1951.

PUBLIC LAW 94-443
94TH CONGRESS, H.R. 11149
OCTOBER 1, 1976

AN ACT

To amend section 2 of the Act entitled "An Act to incorporate the National Society of the Daughters of the American Revolution."

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section 2 of the Act entitled "An Act to incorporate the National Society of the Daughters of the American Revolution" approved February 20, 1896, as amended, is amended to read as follows:

"SEC. 2. The society is authorized to acquire by purchase, gift, devise, or bequest and to hold, convey, or otherwise dispose of such property, real or personal, as may be convenient or necessary for its lawful purposes, and may adopt a constitution and make bylaws not inconsistent with law, and may adopt a seal. Said society shall have its headquarters or principal office at Washington, in the District of Columbia."

"SEC. 3. That said Society shall report annually to the Secretary of the Smithsonian Institution concerning its proceedings, and said Secretary shall communicate to Congress such portions thereof as he may deem of national interest and importance. The Regents of the Smithsonian Institution are authorized to permit said National Society to deposit its collections, manuscripts, books, pamphlets, and other material for history in the Smithsonian Institution or in the National Museum, at their discretion, upon such conditions and under such rules as they shall prescribe.

"SEC. 4. The society and its subordinate divisions shall have the sole and exclusive right to use the name 'National Society of the Daughters of the American Revolution.' The society shall have the exclusive and sole right to use, or to allow or refuse the use of, such emblems, seals, and badges as have heretofore been adopted or used by the National Society of the Daughters of the American Revolution."

Approved October 1, 1976.

NSDAR – National Bylaws

Article I – Name

The name of this Society shall be THE NATIONAL SOCIETY OF THE DAUGHTERS OF THE AMERICAN REVOLUTION, hereinafter referred to as the National Society Daughters of the American Revolution, Daughters of the American Revolution, the National Society, the Society, NSDAR, and/or DAR.

Article II – Objects

The objects of this Society shall be:

(1) To perpetuate the memory and spirit of the men and women who achieved American Independence, by the acquisition and protection of historical spots and the erection of monuments; by the encouragement of historical research in relation to the Revolution and the publication of its results; by the preservation of documents and relics, and of the records of the individual services of Revolutionary soldiers and patriots; and by the promotion of celebrations of all patriotic anniversaries;

(2) To carry out the injunction of Washington in his farewell address to the American people, "to promote, as an object of primary importance, institutions for the general diffusion of knowledge," thus developing an enlightened public opinion, and affording to young and old such advantages as shall develop in them the largest capacity for performing the duties of American citizens;

(3) To cherish, maintain and extend the institutions of American freedom; to foster true patriotism and love of country, and to aid in securing for mankind all the blessings of liberty.

Article III – Membership

SECTION 1. Eligibility. Any woman is eligible for membership in the National Society of the Daughters of the American Revolution who is not less than eighteen years of age, and who is lineally descended from a man or woman who, with unfailing loyalty to the cause of American Independence, served as a sailor, or a soldier or civil officer in one of the several Colonies or States, or in the United Colonies or States or as a recognized patriot, or rendered material aid thereto~~; provided an applicant for chapter membership is personally acceptable to the chapter.~~. NSDAR and its chapters may not discriminate against an eligible applicant based on race, religion, sexual orientation, national origin, age, disability, or any other characteristic protected by applicable law.

SECTION 2. Admission. Admission to membership in the National Society shall be either through a chapter or as a Member-at-Large.

(a) ~~No chapter may discriminate against an eligible applicant for membership.~~ The applicant shall submit all required documents, prepared in accordance with instructions established and distributed by the National Society, and accompanied by the prescribed fees and dues within one year, unless granted extension by the chapter. Signatures of endorsement on applications are optional.

(b) An applicant desiring to become a Member-at-Large shall request to begin her application process through the state regent of the state in which she wishes to join. The state regent shall assign a DAR member to work with the prospective member within one year, unless granted an extension by the state regent, she shall present to said state regent the completed application and all required documents prepared in accordance with instructions established by the National Society, and accompanied by the prescribed fees and dues. The state regent shall sign the application in lieu of chapter officers.

SECTION 3. An applicant from the Children of the American Revolution desiring to become a member at any time after her eighteenth birthday, and before her twenty-second birthday, shall provide her application and annual dues of the National Society of the Daughters of the American Revolution, and a certificate of good standing issued by the Senior National Treasurer of the Children of the American Revolution that shall be accepted in lieu of the required application fee. The certificate shall be void unless presented within one year of issuance.

SECTION 4. Upon verification by the office of the Registrar General, applicants shall be certified to the National Board of Management which shall vote upon the question of admission to membership. A two-thirds vote is required.

SECTION 5. Each member of the National Society shall be entitled to a certificate of membership, duly attested by the President General, the Recording Secretary General and the Registrar General, to which is affixed the Seal of the National Society.

SECTION 6. All persons whose applications were approved on or before October 11, 1891, are charter members of the National Society.

SECTION 7. Termination of membership by death or otherwise [see Article IV, Fees and Dues, Section 2 (f)] shall terminate any interest

of the member in the property of the National Society, the state organization and the chapter.

Article IV – Fees and Dues

SECTION 1.

(a) The application fee for all applicants for membership in the Society, except an applicant from the Children of the American Revolution as provided in Article III, Membership, Section 3 of these Bylaws, shall be determined by the Continental Congress.

(b) In the event that application papers cannot be verified within the time limit which shall be fixed by ruling of the National Board of Management, the application fee shall be applied toward the expense of the Registrar General's office in attempting to verify the papers and the dues and the papers which were submitted shall be returned to the chapter or to the applicant for Member-at-Large.

SECTION 2.

(a) Annual national dues are payable showing a Federal Postal Service, or other carrier, cancellation date no later than December 1, and are delinquent after that date.

(b) National dues shall be:
   (1) for a member of a chapter, forty-five dollars.
   (2) for a Member-at-Large, sixty-two dollars, with the exception of those members who are at-large for the purpose of organizing a new chapter, forty-five dollars.
   (3) for a member admitted at-large for the purpose of organizing a new chapter, forty-five dollars.

(c) Dues for a member admitted or reinstated on or after July 5 shall be credited for the upcoming dues year, which begins December 1.

(d) Except as may be provided in national, state or chapter bylaws, no per capita tax in addition to dues shall be levied.

(e) A member whose dues are delinquent:
   (1) shall not be counted in determining representation at the meetings of the National Society;
   (2) shall not be entitled to vote for delegates or alternates to meetings of the National Society or of the state organization;
   (3) shall not be entitled to act as representative or alternate at such meetings;
   (4) shall not be entitled to transfer or to resign from membership.

(f) Membership is automatically terminated if dues are not received showing a Federal Postal Service, or other carrier, cancellation

date no later than the last day of February. Notice of this action is reported to:

(1) the Regent of a chapter member; or
(2) the Member-at-Large; and
(3) the National Board of Management.

(g) Upon written request by a chapter or a Member-at-Large, the Executive Committee may grant an exception to the deadline for the payment of dues to a member(s) residing in a federally designated disaster area.

(h) In the third year of every administration Continental Congress shall vote upon the adjustment of the dues to the nearest dollar by the amount of the cumulative change in the Consumer Price Index (CPI) over the prior three years. The Continental Congress may authorize a dues adjustment above the CPI if warranted.

SECTION 3. Life Membership.

(a) (1) A. A Life Membership shall be available to members attaining the age of sixty-five years, upon completion of a special application and a $1,300 payment to the Treasurer General.

B. For the rest of her life, the fee paid for her life membership shall be invested in a permanent DAR Life Membership Fund, and shall pay the member's annual national dues, her contribution to the President General's Project, and, if applicable, ten dollars annually to her chapter from which payment towards state dues shall be paid.

(2) A Member under sixty-five may become a Life Member Pending with a one-time payment of $1,300. An installment plan may be available for an additional convenience fee. The Life Member Pending shall continue to pay her national, state and chapter dues until she attains the age of sixty-five, at which time she shall become a Life Member.

(3) A Life Member Pending who resigns or forfeits membership in the National Society will have until her sixty-sixth birthday to reinstate or forfeit all claim to Life Membership.

(b) A chapter may in its bylaws provide that a Life Member shall pay chapter dues exclusive of national and state dues, or may require reimbursement for the per capita cost of special chapter events which she attends. A Life Member may transfer from one chapter to another chapter or to Member-at-Large or from Member-at-Large to a chapter.

(c) Having no communication with a Life Member in a chapter for seven years or longer, the chapter may transfer that member to Member-at-Large.

(d) At the death of the Life Member/Life Member pending, any remaining balance shall be transferred to the Guardian Trust Endowment.

SECTION 4. The fee for reinstatement of membership shall be ten dollars.

SECTION 5. A fee determined by the Continental Congress shall accompany each supplemental claim to establish the right for an additional Ancestral Bar.

Article V – Officers

SECTION 1. The national officers of this Society shall be President General, First Vice President General, Chaplain General, Recording Secretary General, Corresponding Secretary General, Organizing Secretary General, Treasurer General, Registrar General, Historian General, Librarian General, Curator General, and Reporter General, to be designated as Executive Officers, and twenty-one Vice Presidents General.

SECTION 2.

(a) To be eligible for national office a member shall hold and have held membership in a chapter or chapters of the National Society for at least five years.

(b) No member shall be eligible to the same national office for two successive terms, and no member who has served one term in any national office shall be eligible for any other national office, except that of President General or of First Vice President General, until the expiration of at least one year, with the exception of a Vice President General whose term expires in the year of a general election. A member having served more than one half of a term in a national office shall be deemed to have served a term.

SECTION 3. No member shall hold at the same time two offices carrying a vote at the Continental Congress.

SECTION 4.

(a) In recognition of valuable service to the National Society a member who has served as President General may, upon her retirement from office, be elected Honorary President General for life at the Continental Congress. Election may be by voice vote.

(b) Honorary Presidents General shall be exempt from national fees and dues.

(c) In recognition of valuable service to the National Society, a member who has held the office of Vice President General may be elected to the office of Honorary Vice President General for life at any Continental Congress provided that (1) the number of Honorary Vice Presidents General shall at no time exceed 13; (2) no two may be members of chapters in the same state; (3) a vacancy in the office of Honorary Vice President General occurring before December 31 of any year shall be filled by the Continental Congress of the following year. The election shall be by ballot and a plurality vote shall elect. A notice shall be filed by the first day of the month preceding the month of Continental Congress with the office of the Recording Secretary General that a member is to be nominated for the office of Honorary Vice President General. A statement certified by the member of the qualifying service to the National Society as required under the provisions of this Bylaw shall be included.

Article VI – Nomination and Election of Officers

SECTION 1. Candidates may be invited to form slates for executive offices in the National Society following the adjournment of the Continental Congress held two years prior to the targeted election, and not before. Announcement of candidacy and campaigning shall be during the week of the Continental Congress preceding the Congress at which the election for those offices is to be held. The time will be set by the Executive Committee.

SECTION 2.

(a) To be designated for election to the office of Vice President General at a Continental Congress, each candidate shall have been endorsed for the office by a majority vote, by ballot, at a state conference of the state in which she holds membership.

(b) The motion for endorsement shall designate the specific Continental Congress at which she desires to be a candidate for election, and shall be made not more than eighteen months in advance of the Continental Congress so designated.

(c) Of the twenty-one Vice Presidents General, no two shall be members of chapters in the same state or in the District of Columbia, or in any state organization geographically outside of the United States of America.

(d) The name and address of a candidate endorsed by a state conference for the office of Vice President General shall be certified by the candidate and by the State Recording Secretary

to the Recording Secretary General by the first day of the month preceding the month of Continental Congress.

SECTION 3. Nomination of candidates for all national offices shall be made at a designated meeting or meetings of the Continental Congress.

SECTION 4.

(a) The Executive Officers of the National Society shall be elected by ballot at the Continental Congress every third year. A majority vote shall elect.

(b) Seven Vice Presidents General shall be elected by ballot at the Continental Congress each year for a term of three years. A plurality vote shall elect. The seven receiving the highest number of votes shall be declared elected.

SECTION 5. The officers of this Society shall hold office for three years or until their successors are elected, and their term of office shall begin at the close of the Continental Congress at which they are elected.

SECTION 6. Vacancies. If the office of President General becomes vacant, the First Vice President General shall become President General. Vacancies in other executive offices shall be filled by the Executive Committee until the next meeting of the National Board of Management, when the Board shall fill the vacancy for the unexpired term. In an emergency, the highest ranking Executive Officer shall call a meeting of the National Board of Management for the purpose of filling any vacancies. A vacancy in the office of Vice President General shall be filled at the Continental Congress following a death or resignation. A candidate for Vice President General must be endorsed at a State Conference in accordance with the National Bylaws. When one vacancy exists, the candidate receiving the eighth highest number of votes shall be declared elected to fill the existing vacancy. If there is more than one vacancy, the candidate receiving the next highest number of votes shall be declared elected to fill the next longest unexpired term of office.

Article VII – Duties of Officers

SECTION 1. The officers of the National Society shall perform the duties prescribed in this article and such others as the Act of Incorporation, the Bylaws of the National Society, the Continental Congress, the

National Board of Management or the parliamentary authority adopted by the National Society may require.

SECTION 2. The President General shall:

(a) be the chief executive officer and the official spokesman of the National Society;
(b) have general supervision of the affairs of the Society;
(c) sign all contracts and agreements made in the name of the National Society with the recorded approval of the Executive Committee, the National Board of Management or the Continental Congress as directed by these Bylaws;
(d) have the authority to draw upon funds of the National Society as stated in Article VII, Duties of Officers, Section 8 (b).
(e) preside at all meetings of the National Society, of the National Board of Management and of the Executive Committee;
(f) appoint committees as specified in Article XII, Committees, and a registered or certified parliamentarian;
(g) have the authority to assign duties to the officers as required;
(h) serve on the Investment Committee;
(i) be ex-officio a member of all committees.

SECTION 3. The First Vice President General shall:

(a) perform the duties of the office of President General in the absence or inability of the President General;
(b) fill a vacancy in the office of President General;
(c) serve as chairman of the Human Resources Committee;
(d) compile and publish the *DAR Handbook*.

SECTION 4. The Chaplain General shall:

(a) read Scripture and prayer when necessary during meetings of the National Society; and
(b) conduct such religious services as may be required.

SECTION 5. The Recording Secretary General shall:

(a) keep a record of the proceedings of the meetings of the National Society, the National Board of Management, and the Executive Committee;
(b) compile and publish the *Annual Proceedings* of the Society;
(c) have charge of the Seal;
(d) give notice of meetings of the National Society, National Board of Management and Executive Committee;
(e) notify officers, committee chairmen and chapters of votes, orders and proceedings affecting or pertaining to their duties;
(f) notify the national officers of their election;

(g) notify the State Regents and State Vice Regents of the confirmation of their election;
(h) call the meeting to order in the absence of the President General and the First Vice President General and preside until a chairman pro tempore is elected;
(i) serve on the Investment Committee

SECTION 6. The Corresponding Secretary General shall:
(a) attend to such correspondence as the National Society, the National Board of Management, or the Executive Committee may direct;
(b) distribute pamphlets, circulars and supplies as directed by the National Board of Management or the Executive Committee.

SECTION 7. The Organizing Secretary General shall:
(a) receive through the State Regents all applications for authority to organize chapters and recommendations for appointment of organizing regents, and present them to the National Board of Management for action;
(b) notify the organizing regents of their appointment and send instructions;
(c) with the respective State Regent,
    (1) have supervision of the organization of chapters,
    (2) receive and verify the reports of organization,
    (3) submit the organizing chapters to the National Board of Management for consideration;
(d) notify the organizing chapters and the State Regent of the action of the board;
(e) issue a charter, bearing the signatures of the required Executive Officers and State Regent, to any chapter desiring to purchase one;
(f) keep a record of the following facts regarding each chapter of the National Society:
    (1) name and date of organization,
    (2) names of organizing members and officers,
    (3) date of issuance of charter,
    (4) all officers;
(g) receive all material from chapters which relates to the disbandment or merging of chapters (Article XIII, Chapters, Sections 17 and 18; Article XIV, Transfer, Resignation and Reinstatement)
(h) keep a complete catalog of the membership of the National Society;
(i) keep a list of all state officers;

(j) present the names of the State Regents elect and the State Vice Regents elect to the Continental Congress for confirmation;
(k) prepare the official mailing list of the National Society;
(l) issue permits for the purchase of all service emblems and pins including the Insignia, Ancestral Bars and Recognition Pin.
(m) send, prior to February 1, a notice to all members whose dues are delinquent;
    (1) to a member of a chapter through her Chapter Treasurer.
    (2) to a Member-at-Large at her address of record.

SECTION 8.
(a) The Treasurer General shall:
    (1) have charge of the funds and securities of the National Society within the guidelines of Article XI, Finances;
    (2) direct the work of the Accounting, Business, and Information Services Departments;
    (3) be a member of the Finance Committee and chair the Investment Committee;
(b) Either the signature of the Treasurer General or the President General shall be sufficient to draw upon funds as authorized.

SECTION 9. The Registrar General shall:
(a) keep a register of the names and dates of the admittance to membership of all members of each chapter, and of members-at-large;
(b) have custody of all approved applications for membership;
(c) examine all applications for membership, approve the applications of those found eligible and certify them to the National Board of Management for final action;
(d) return to the chapter or the Member-at-Large the application of any applicant that cannot be verified within the time limit fixed in accordance with the provisions of Article IV, Fees and Dues, Section 1 (b), with a statement pointing out deficiencies;
(e) notify applicants of their admission to the Society and provide an electronic copy of the approved application to the chapter or member, if joining at-large;
(f) maintain a file of ancestors' records and make all corrections thereto; and
(g) conduct the correspondence connected with all genealogical questions within the province of the office of Registrar General.

SECTION 10. The Historian General shall:

(a) have charge of and catalog the NSDAR Americana Collection, the NSDAR Archives, the Special Collection Pertaining to the History of the NSDAR, and the DAR Historical Research Library;
(b) grant permission to mark the graves of Revolutionary War patriots/soldiers, their spouses and daughters with DAR-approved markers and maintain a catalog of such grave records;
(c) grant permission to mark the graves of members with the DAR Insignia;
(d) grant permission for and maintain a record of the markings of historic spots requested by the National Society, the state organizations and the chapters;
(e) promote the study of American history and historical research.

SECTION 11. The Librarian General shall:
(a) have custody of the books, magazines, pamphlets and manuscripts of the National Society other than those authorized to be in custody of other officers;
(b) catalog and arrange said books, magazines, pamphlets and manuscripts for use;
(c) have charge of receiving gifts, negotiating exchanges and purchasing volumes for the Library;
(d) have the power to reject any volume which she deems unsuited to the character of the collection;
(e) have supervision of the administration of the Library.

SECTION 12. The Curator General shall:
(a) have supervision of the Museum and State Rooms and custody of the collections;
(b) keep a complete and accurate catalog;
(c) have authority to solicit gifts and purchase articles for the Museum;
(d) have the power to reject any gifts offered to the Museum which are deemed unsuited to the character of the collection.

SECTION 13. The Reporter General shall:
(a) assist the Recording Secretary General in the preparation of the *Annual Proceedings* of the National Society of the Daughters of the American Revolution;
(b) furnish requested copies of said *Proceedings* to the Secretary of the Smithsonian Institution in compliance with the provisions of Section 3, of the Act of Incorporation;

(c) supervise the Office of the Committees and the Program Office.

SECTION 14. The twenty-one Vice Presidents General may be assigned to direct committees and to perform such duties as may be requested by the President General or required by the National Society.

Article VIII – Meetings of the National Society

SECTION 1. Continental Congress.

(a) The annual meeting of the National Society shall be known as the Continental Congress of the National Society of the Daughters of the American Revolution. It shall be for the purpose of:
   (1) receiving reports of officers, of the National Board of Management, and of committees;
   (2) electing officers;
   (3) promoting programs in furtherance of the objects of the Society;
   (4) any other business that may arise.

(b) The Continental Congress shall be held in Washington D.C. on dates chosen by a two-thirds vote of the entire membership of the National Board of Management. The vote may be taken electronically.

(c) In the event of a situation where an in-person gathering is not possible, is prohibited or discouraged, the National Board of Management, by majority vote, which may be taken electronically, may authorize the Continental Congress to convene through the use of Internet meeting services, subject to all rules adopted by the National Board of Management to govern them, which may include any reasonable limitations on, and requirements for participation. An anonymous vote conducted through a designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

SECTION 2. The voting members at the Continental Congress or at any special meeting of the National Society shall be:

(a) the officers and the honorary officers of the National Society;

(b) the Regent, or in her absence the Vice Regent, of each state, the District of Columbia, and of any DAR organization geographically outside the United States;

(c) the Regent or, in her absence the First Vice Regent or alternate of each chapter;

(d) delegates or alternates of each chapter in the United States and other countries, in accordance with paid memberships as required by these Bylaws.

(e) Only a chapter member in good standing, whose credentials have been completed in accordance with the Standing Rules of the National Society, shall be eligible to represent her chapter at meetings of the National Society.

SECTION 3. A member shall have belonged to the chapter at least one continuous year immediately preceding the Continental Congress to be eligible to represent the chapter at said Congress except the Regent or First Vice Regent of a newly organized chapter, as provided in Article XIII, Chapters, Section 8.

(a) A member admitted at either of the meetings of the National Board of Management held in the month of the Continental Congress shall be deemed to have been a member for one year at the opening of the Congress the following year.

(b) The members of merged chapters shall be deemed to have fulfilled the one year requirement if they were members of either of the merged chapters for the required time.

SECTION 4.

(a) The Continental Congress shall act by ballot upon questions involving new projects or replacements or improvements requiring appropriations or expenditures exceeding $25,000 which cannot be accommodated within the regular budget or income of the National Society or within funds accumulated or on hand and available for such replacements or improvements, or which require contributions by chapters or members in addition to the prescribed dues of the National Society except as set forth in Article IX. Section 3 (b).

(b) Such proposals shall be submitted to the Executive Committee as provided in the Bylaws and approved by the National Board of Management by a majority vote by ballot. Notice of the proposals so approved shall be sent by the National Board of Management to all chapters of the National Society at least sixty (60) days before the Continental Congress.

(c) Nothing in this section shall preclude the voluntary contributions by chapters or members in support of the work of regularly established committees of the National Society.

(d) Only the Continental Congress may accept a proposal or contract which will obligate the National Society to expenditures of funds

over a period longer than the term of the incumbent President General, with the exception of existing contracts and agreements as designated in Article X, Executive Committee, Section 4.

SECTION 5. Three hundred voting members shall constitute a quorum at the Continental Congress.

SECTION 6. Registration shall close at 3 o'clock of the afternoon of the day preceding the election of officers. An alternate registered before the official closing of registration, upon compliance with the announced requirements of the Credentials Committee, may be transferred from alternate to delegate at any time during the business meetings of the Congress, except when the polls are open.

SECTION 7. Special meetings of the National Society shall be called by the President General when directed to do so by a majority vote of the National Board of Management provided that at least thirty members of the National Board of Management vote affirmatively. This vote may be taken by mail. A special meeting also shall be called by the President General upon the written request of thirty or more chapters in at least ten states. Not less than thirty days' notice of a special meeting shall be given and only that business specified in the call may be transacted. One hundred-fifty voting members shall constitute a quorum at any special meeting of the National Society.

Article IX – National Board of Management

SECTION 1. The National Officers of the National Society, and the State Regent, or in her absence the State Vice Regent, of each state, the District of Columbia, and of any DAR state organization geographically outside the United States, shall constitute the National Board of Management.

SECTION 2. The Executive Officers of the National Society shall be the officers of the National Board of Management.

SECTION 3. The National Board of Management shall:

(a) have all power and authority over the affairs of the National Society during the interim between the meetings of the National Society, excepting that of modifying any action taken by the Continental Congress or other meeting of the National Society, provided that no debt or liability except for ordinary current expenses shall be incurred by the National Board of Management;

(b) at a regular meeting, be permitted to approve the naming of the President General's Project and the receiving and raising of funds, said action to be ratified by the next Continental Congress;
(c) be the custodian of all real and personal property of the National Society;
(d) approve an annual budget of the current income of the National Society to include operation and maintenance;
(e) determine fees to be charged for copies of application papers obtained from the office of the Registrar General;
(f) make recommendations to the Continental Congress for appropriations for the Committees in accordance with the budget;
(g) have the power to confirm the election of a State Regent, or a State Vice Regent elected to fill a vacancy;
(h) admit, by a two-thirds vote, applicants to membership;
(i) perform such other duties as are prescribed by these Bylaws and by the Continental Congress;
(j) have the power to grant to a chapter or a state organization, for reasonable cause, a temporary exception to the provisions of Article XIII, Chapters, Section 6 (b) and (c) and Article XV, States, Section 6.

SECTION 4. The Board shall report and shall make recommendations to the Continental Congress. It shall have authority to approve the draft of Standing Rules for the Continental Congress provided that they are not in conflict with the Bylaws of the National Society and that the Congress may, by a majority vote, amend the Rules. The Standing Rules as approved by the Board shall be printed in the official program of the Congress.

SECTION 5.

(a) At least four regular meetings of the National Board of Management shall be held at the call of the President General each year. One of the meetings shall be held immediately preceding Continental Congress, and a second meeting shall be held immediately following Continental Congress. One may be held in February and one in October.
(b) Special meetings may be called by the President General, with the approval of the Executive Committee, or upon the written request of ten (10) members of the National Board of Management. The only business to be considered at a special meeting is that which has been specified in the call of the meeting.

(c) The National Board of Management may meet through the use of Internet meeting services that support aural communication, visual display and anonymous ballot voting in the event of a situation where an in-person gathering is not possible, is prohibited or discouraged. The meeting is subject to all rules adopted by the National Board of Management to govern them, which may include any reasonable limitation on, and requirements for, participation.

(d) At least ten days' notice of time and place of meetings shall be given.

SECTION 6. The National Board of Management may vote electronically on the admittance and reinstatement of members; exceptions in terms of office or length of membership for office; appointment of organizing regents and authorization of chapters; confirmation, disbandment, merging, and changes in name and/or location of chapters, and related chapter business; and for the approval of pins.

SECTION 7. A two-thirds vote in the negative at a regular meeting of the board shall be required to reject the application for an organizing chapter.

SECTION 8. Fifteen members shall constitute a quorum at any meeting of the National Board of Management.

Article X – Executive Committee

SECTION 1.

(a) The Executive Committee shall consist of the President General, the First Vice President General, the Chaplain General, the Recording Secretary General, the Corresponding Secretary General, the Organizing Secretary General, the Treasurer General, the Registrar General, the Historian General, the Librarian General, the Curator General, and the Reporter General.

(b) The National Board of Management may authorize this committee to perform such duties of the Board between its meetings as it may from time to time deem expedient.

(c) The Executive Committee shall:

(1) meet at the call of the President General, or upon the written request of five members of the committee;

(2) meet through the use of Internet meeting services that

support aural communication, visual display and anonymous ballot voting in the event of a situation where an in-person gathering is not possible, is prohibited or discouraged;

(3) vote by mail or electronically, if necessary;

(4) report and make recommendations to each meeting of the National Board of Management;

(5) review the dues and fees structure at least once in each administration and exercise its fiscal responsibility by making recommendations as necessary to the National Board of Management and Continental Congress.

SECTION 2. This committee shall have charge of all investments and the placing of insurance of all kinds with the Washington agencies of accredited companies at the expiration of policies in effect. It shall consider the budget submitted by the Finance Committee and make recommendations pertaining to the budget to the National Board of Management.

SECTION 3. Any recommendations for projects requiring expenditure of funds outside of routine operation to be considered by the Continental Congress shall be submitted to the Executive Committee on or before January 15 of each year.

SECTION 4. This committee shall have the authority to enter into contracts and agreements concerning the business of the Society so long as such contracts and agreements are not in conflict with the Bylaws of the National Society and the directives of the National Board of Management and the Continental Congress and do not extend beyond the term of office of the Executive Committee making such contracts and agreements except in those instances where existing contracts and agreements must be renewed or replaced; such contracts and agreements shall not extend into a succeeding administration for a period of more than nine months unless otherwise ordered by a vote of two-thirds of the entire membership of the National Board of Management, which vote may be taken by mail or electronically.

SECTION 5. Five members shall constitute a quorum. In the event the National Board of Management cannot be assembled because of a national emergency creating extraordinary conditions beyond the control of the Society, the Executive Committee shall have power to arrange for financing of current obligations as they arise, and of

refinancing such other obligations of the Society as may be necessary.

Article XI – Finances

SECTION 1.

(a) The fiscal year of the National Society shall be January 1 through December 31.

(b) The annual budget shall cover the fiscal year and shall be prepared on the basis of dues payable the preceding December first.

SECTION 2. The funds of the National Society shall be placed to the credit of the National Society of the Daughters of the American Revolution in such institutions as the Executive Committee shall select with the recommendation of the Investment Committee for investment accounts, and the Finance Committee for operating accounts.

SECTION 3.

(a) The Treasurer General and such others entrusted with funds of the National Society as may be designated by the National Board of Management shall be bonded in such amount as shall be determined by the Board.

(b) The accounts of the Treasurer General shall be examined by a certified public accountant approved by the Executive Committee and reports on such examinations shall be made to the Auditing Committee at least annually, in addition to the regular financial statements by the accountants throughout the year.

(c) All invoices shall be made available to the chairman or chairman pro tem of the Finance Committee for review.

(d) In case of the inability of the Treasurer General and the President General to serve, the chairman of the Finance Committee is empowered to sign checks for payment of bills duly authorized, provided checks shall be countersigned by a member of the Executive Committee designated for the emergency by the President General.

SECTION 4. Registration Fees for Continental Congress shall be determined by the National Board of Management.

Article XII – Committees

SECTION 1. The President General shall appoint the following Standing Committees: Auditing, Bylaws, Development, Finance, Human Resources, and Property Beautification and Hospitality.

SECTION 2. Such other committees, Standing, Administrative, National, Special or Congressional, shall be appointed by the President General as the Executive Committee, National Board of Management, or Continental Congress shall from time to time deem necessary to carry on the work of the Society.

SECTION 3.

(a) Only a chapter member in good standing shall be eligible to serve on a National committee, except:
   (1) a Member-at-Large may serve as a member of, but not as a chairman of a Congressional committee.
   (2) a chapter member who transfers to Member-at-Large to become an Organizing Regent may retain a national committee appointment.

(b) All appointments of national committee chairmen and committee members shall be concurrent with the term of the President General making the appointment. Appointments shall terminate with the end of the administration, with the exception of the Long Range Planning Commission. No national committee chairman may serve more than two consecutive terms in the same chairmanship.

SECTION 4.

(a) The Long Range Planning Commission shall consist of twelve (12) members, each of whom shall serve no more than nine (9) years.

(b) At the beginning of a new administration the President General, with the approval of the Executive Committee, shall appoint four (4) new members to the Commission, with the four (4) members completing the longest term retiring.

(c) Should a vacancy occur in the membership of the Commission, the President General, with the approval of the Executive Committee, shall appoint a new member to the Commission, whose appointment shall expire at the time of the member she is replacing.

(d) The President General shall appoint a chairman of the Commission from the eight (8) members already serving. Should a vacancy occur in this chairmanship, the President General shall appoint a new chairman to serve the balance of the unexpired term. This chairman shall also be named from those who have completed at least three (3) years on the Commission.

(e) Any member who misses two (2) consecutive meetings of the Commission without just cause shall automatically be retired

from the Commission. The President General, with the approval of the Executive Committee, shall appoint a replacement to fill the unexpired term.

SECTION 5. The duties of committees shall be such as these Bylaws, the Continental Congress, the National Board of Management, or the Executive Committee shall prescribe.

SECTION 6. Committees shall meet at the call of the chair or by written request of a majority of its membership. Committees are authorized to meet in person or through the use of Internet meeting services or conference calls that support, at a minimum, simultaneous aural communication.

Article XIII – Chapters

SECTION 1.

(a) For the purpose of promoting the objects of the National Society members may be organized into chapters.

(b) Such chapters, whether presently existing, in formation, or to be organized under this Article XIII, shall be independent legal entities from the National Society, and solely responsible in all instances, for their debts, legal obligations, liabilities, expenditures, claims made against them and any actions taken by them.

SECTION 2. A chapter may be organized with no fewer than twelve members in a city, town or village, or if overseas, see Section 19.

SECTION 3. Chapters may be organized through an Organizing Regent or by authorization of the National Board of Management.

(a) The State Regent shall recommend as an Organizing Regent a Member-at-Large in good standing. The recommendation must be submitted to the Organizing Secretary General, who shall present it to the National Board of Management. If approved, the Organizing Secretary General shall notify the member of her appointment. The appointment of Organizing Regent shall expire by limitation if no chapter is formed within one year, except that upon the request of the State Regent the appointment may be extended for one additional year. It shall be the duty of the Organizing Regent to secure the necessary number of members who wish to form a chapter and thereafter to call a meeting to organize the chapter. She shall serve as Regent of the chapter until the first election date specified in the bylaws

adopted by the chapter and shall appoint the other necessary officers to serve for the same period.

(b) At the request of the State Regent, the National Board of Management may authorize a group of members who have met the requirements for a chapter to organize. All officers including the Regent shall be elected at the organizing meeting to serve until the first election date specified in the bylaws adopted by the chapter.

(c) If a State Regent refuses to grant permission for the organization of a chapter, the prospective organizing members may appeal to the National Board of Management through the office of the Organizing Secretary General for such permission. Such appeals shall be received in writing, signed by not fewer than seven of the prospective members, at least thirty days before a meeting of the National Board of Management. Notice of such appeal shall be sent to the State Regent by the Organizing Secretary General at least twenty days before a meeting of the National Board of Management. The State Regent shall present to the National Board of Management, in writing, her reasons for disapproval. After consideration of the case, the National Board of Management shall have the power to make the final determination.

(d) If the State Regent refuses to countersign applications for Members-at-Large as provided in Article III, Membership, Section 2 (b) in order to organize said chapter, the President General is authorized to countersign such applications.

SECTION 4. A member of a chapter who wishes to become an organizing member of a prospective chapter shall be transferred to Member-at-Large prior to organization of the new chapter.

SECTION 5. No chapter organizing under any of the provisions of this section shall be recognized as a chapter until a report in duplicate of the organization meeting has been received and verified by the Organizing Secretary General and the organization of the chapter has been confirmed by the National Board of Management. The report shall be on forms furnished by the National Society and shall contain the date of such organization meeting, the proposed name of the chapter, the names and signatures of the organizing members and of the officers thereof who shall be selected from the organizing members. The report shall show by the statement of the Organizing Regent or Recording Secretary of the proposed chapter that a

majority of the organizing members were present at the organization meeting.

SECTION 6.

(a) The chapter officers reported to the National Society and recognized for the transaction of business with the National Society shall be the Regent, the First Vice Regent, the Recording Secretary, the Treasurer, and the Registrar. Each chapter shall have these five officers, and no member shall hold two of these offices, except in chapters with thirty (30) or fewer members. The offices of chapter regent, chapter recording secretary and chapter treasurer shall be held by three separate chapter members in all chapters.

(b) To be eligible for the office of Regent or First Vice Regent, a member shall have held membership in the chapter for at least one year prior to her election, except as provided in Section 3 (a) and (b) of this Article and Article IX. Section 3 (j).

(c) No member shall serve as a Chapter Regent for more than six consecutive years. [Exception, see Article IX, National Board of Management, Section 3 (j)]

(d) A chapter may elect such additional officers as it deems necessary and is authorized to adopt bylaws and rules for the transaction of business provided that they do not conflict with the Bylaws of the National Society or of the state organization.

SECTION 7. A chapter may provide in its bylaws for fees and dues for chapter use in addition to national and state dues but may not levy assessments in excess of the requirements of its bylaws. The bylaws of a chapter shall prescribe a date for collection of chapter dues sufficiently in advance to meet the requirements of payment to the National Society before the first day of December.

SECTION 8. Representation.

(a) The representation of a chapter at any meeting of the National Society during the year beginning January first, shall be based upon the number of members whose dues for the current year are credited upon the books of the Treasurer General the first day of December preceding the Continental Congress, except as follows:

(1) A chapter organized and confirmed by the National Board of Management after the first day of February shall be allowed representation by the Regent only, or in her absence by the First Vice Regent;

(2) The right to elect delegates and alternates shall date from the day that the chapter is confirmed and recognized by the National Board of Management, which day shall be at least one year prior to the opening day of Continental Congress. Confirmation in the month of the Congress the year previous shall be deemed to be one year;

(3) Chapters merged during the year shall be eligible for representation according to the number of members whose dues are credited for the current year upon the books of the Treasurer General the first day of December;

(4) A Life Member shall be counted in the basis for representation of the chapter to which she belongs.

(b) Each chapter of at least twelve members, or if overseas at least eight members resident in country where chapter is located, shall be entitled to be represented by the Regent, or in her absence by the First Vice Regent or alternate, provided it has dues of at least twelve or eight members as required under Sections 2 and 19 of this Article, credited for the current year upon the books of the Treasurer General the first day of December and also provided that credentials have been completed in accordance with Article VIII, Meetings, Section 2 (e).

(c) Chapters having from twenty to forty-nine members whose dues for the current year are credited upon the books of the Treasurer General the first day of December, shall be entitled to one delegate in addition to the Regent. Chapters having at least fifty members whose dues for the current year are credited upon the books of the Treasurer General the first day of December, shall be entitled to two delegates in addition to the Regent. Chapters having at least one hundred members whose dues for the current year are credited upon the books of the Treasurer General the first day of December, shall be entitled to three delegates in addition to the Regent. Chapters having at least one hundred fifty members whose dues for the current year are credited upon the books of the Treasurer General the first day of December, shall be entitled to four delegates in addition to the Regent. Chapters having at least two hundred members whose dues for the current year are credited upon the books of the Treasurer General the first day of December shall be entitled to five delegates in addition to the Regent. Chapters having at least two hundred fifty members whose dues for the current year are credited upon the books of the Treasurer General the first day of December, shall be entitled to six delegates in addition to the Regent. Chapters having three hundred or more members whose dues for

the current year are credited upon the books of the Treasurer General the first day of December, shall be entitled to seven delegates in addition to the Regent, and for each additional fifty members so credited, one additional delegate.

(d) Chapters shall be entitled to elect two alternates for each representative to which the chapter is entitled. A Chapter Regent is authorized to fill chapter vacancies in its delegation to the Continental Congress or special meeting of the National Society from duly elected alternates in the order designated by the chapter.

(e) During the time the membership of a chapter is below the number required for organization (see this Article, Sections 2 and 19), it shall not be entitled to representation at the Continental Congress or special meeting of the National Society, or at the state conference. If a chapter falls below the required membership after the first day of January but before the closing meeting of Continental Congress, it shall be allowed representation based on its standing as of January 1.

SECTION 9. Delegates and alternates to the Continental Congress shall be elected on or before the first day of the second month preceding the month of Continental Congress of each year. Using forms furnished by the National Society, the name of the Chapter Regent and First Vice Regent, and a list of the delegates and alternates, ~~shall be sent to the chairman of the Credentials Committee and to the State Regent bearing a postmark no later than the 15th day of the second month preceding the month of Continental Congress.~~ must be completed and submitted in the manner and by the date specified by the National Society. The delegates and alternates so elected shall be the delegates and alternates to attend any special meeting of the National Society which may be held prior to the Continental Congress of the following year.

SECTION 10. The Chapter Registrar shall report to the Organizing Secretary General, in writing, all changes in membership, marriages, divorces, deaths, resignations, transfers, and changes of address as they occur.

SECTION 11. With the remittance of fees and dues to the National Society prior to the December 1 deadline the chapter shall include the chapter dues computer printout furnished by the Office of the Organizing Secretary General. For each remittance of fees and dues to the National Society after December 1 the Chapter Treasurer shall

include a remittance form listing the members with their national numbers to whom payment should be credited.

SECTION 12.

(a) The chapter shall maintain a file of the approved duplicate copy of the application papers of an applicant returned by the Registrar General when the member is admitted in either electronic or hard copy form.

(b) Upon the death of a member, the chapter's copy of the original application papers may be destroyed by the chapter registrar.

(c) The State Regent may destroy all materials from chapters which have been disbanded in their state 25 years or more. Material (example gavels, pins, etc.) from disbanded chapters that may be useful to organizing chapters may be disbursed to organizing chapters if desired.

SECTION 13. Chapter Regents shall report to the Organizing Secretary General names and addresses of officers, date of election and date of taking office.

SECTION 14. A chapter may admit associate members provided that any member so admitted shall be a chapter member in good standing and may be an associate member in not more than two chapters in a state at the same time. Before being enrolled as an associate member, and annually thereafter, evidence of membership in good standing in another chapter shall be required by the chapter granting the associate membership. An associate member shall not be counted toward representation or have a right to vote or to hold office in the chapter in which she holds associate membership. [Exception, see this Article, Section 19 (f).]

SECTION 15.

(a) Names of chapters located in states admitted to the Union before 1825 shall be confined to the period preceding 1825 and preferably to historic events, geographic sites or individuals relating to the American Revolution. Chapters located in states admitted to the Union after 1825 may be named for territorial historic events, geographic sites or names of prominent early area pioneers.

(b) Chapters located outside the United States shall be named for historic events or individuals representative of the period of the American Revolution or for geographic sites.

(c) Chapters which may be located in military installations may be named for the military installation.
(d) A chapter shall present three proposed names to the Organizing Secretary General who shall submit the recommended name to the National Board of Management. After a name has been officially granted, it shall not be changed by the chapter unless permission is granted by a two-thirds vote of the National Board of Management.
(e) No chapter shall adopt the name of a chapter in existence.
(f) A chapter may adopt the name of a disbanded chapter, provided permission is granted by two-thirds vote of the National Board of Management.
(g) No chapter may use the name of a historic property owned by a state organization of the Society or by another chapter of the National Society of the Daughters of the American Revolution.

SECTION 16. The National Board of Management, upon recommendation of the State Regent and the Organizing Secretary General, may change the location of a chapter to another location within the same state provided that the petition for change of location is authorized by a majority vote of the entire chapter and provided, that if there is a chapter in the proposed location, at least thirty days' notice of the proposed change shall be given in writing to the chapter or chapters in that location by the State Regent and the Organizing Secretary General. Before official action can be taken on a change of location the chapter shall file with the Organizing Secretary General a copy of the minutes recording the chapter's action, certified by the Regent and the Recording Secretary.

SECTION 17. Merging of chapters. Two chapters may merge by a vote of two-thirds of the entire membership of each chapter provided that a notice in writing stating the reasons for the merger has been given to the State Regent and to the Organizing Secretary General before the vote is taken. A special meeting of the merging chapters shall be called after giving notice and the State Regent or her representative shall attend. Report of the vote to merge, signed by two-thirds of the members, shall be forwarded to the Organizing Secretary General before the merger may become final. The vote of members may be taken by mail.

SECTION 18. Disbandment of chapters.
(a) A chapter may disband by a vote of two-thirds of the entire membership provided that a notice in writing stating the reasons

for proposed disbandment has been given to the State Regent and to the Organizing Secretary General one year before the vote is taken. A special chapter meeting shall be called after giving notice and the State Regent or her representative shall attend. Report of the vote to disband, signed by two-thirds of the members, shall be forwarded to the Organizing Secretary General before the disbandment may become final. The vote of members may be taken by mail.

(b) A chapter whose membership falls below the number specified by these Bylaws as necessary for the organization of a chapter shall be given one year thereafter to increase its membership to the required number. The National Board of Management may grant an extension for a reasonable time. If the required number is not attained within one year and no extension is granted, such chapter shall be disbanded and its members transferred to Member-at-Large. Notice of transfer to Member-at-Large shall be sent by the Organizing Secretary General to each member.

(c) Upon disbanding, the chapter's copy of the original application papers shall be delivered to the individual members by the chapter. Application papers of deceased members and those members who cannot be located, shall be destroyed. Other records of the disbanding chapter, to include, but not limited to, financial records, minutes and chapter history shall be delivered to the State Regent for retention.

SECTION 19. Units Overseas.

(a) A chapter may be organized in a country geographically outside the area of the fifty states and the District of Columbia with not fewer than eight members resident in country where chapter is located.

(b) Each such chapter overseas shall be entitled to be represented by the Regent, or in her absence by the First Vice Regent or alternate, provided it has dues of at least eight members, as required under Section 8 of this Article, credited for the current year upon the books of the Treasurer General the first day of December.

(c) The list of chapter officers shall be sent to the Organizing Secretary General as provided in Section 13 of this Article.

(d) (1) The chapters of countries geographically outside the area of the fifty states having more than one chapter may form a DAR state organization, headed by a State Regent and a State Vice Regent.

(2) Said organization shall hold an annual State Conference.

(3) Either the State Regent or the State Vice Regent, or both, shall reside in the country represented.

(4) The National Board of Management may, at its discretion, waive the requirement of Article XV, States, Section 8.

(e) The Regent of such a chapter, where there is no DAR state organization, shall send the annual report of the chapter to the National Chairman Units Overseas.

(f) A chapter overseas may admit associate members provided that any member so admitted shall be a chapter member in good standing. An associate member shall not be counted toward representation, or represent the chapter as delegate at Continental Congress, and may not hold chapter office or have a vote in the chapter. An associate member may, with the approval of the chapter executive board, hold a chairmanship so long as such appointments do not exceed one-fifth of the total chairmanships recognized by the National Society, and, as a chairman, she shall be granted the privilege of the floor for the purpose of giving a report but shall not make motions, second motions or vote.

(g) Except for the directions stated in this section, chapters in Units Overseas shall be governed by Article XIII, Chapters, and state organizations in Units Overseas shall be governed by Article XV, States.

Article XIV – Transfers, Resignations and Reinstatements

SECTION 1. A member who is delinquent in payment of dues may not transfer or resign from membership.

SECTION 2. Transfers.

(a) A Member-at-Large, in good standing, may transfer to a chapter provided she is accepted by the chapter. The chapter should request her transfer in accordance with instructions established and distributed by the National Society.

(b) (1) A member in good standing, at her request, may transfer from one chapter to another, provided she is accepted by the chapter, or to Member-at-Large, in accordance with instructions established and distributed by the National Society.

(2) The transfer will be recorded as of the date of receipt by the Organizing Secretary General. The chapter and the member will be notified of the effective date.

(3) No member shall be entitled to more than one transfer in a year.
(4) Members-at-Large, uniting to form a chapter, shall not be regarded as transferred.

SECTION 3. Resignations.

A member in good standing may resign from membership in the National Society. The resignation shall date from the time it is received by the Organizing Secretary General. Resignations shall be reported by the Organizing Secretary General to the next regular meeting of the National Board of Management.

SECTION 4. Reinstatements.

A woman having previously held membership may be reinstated by the National Board of Management in either of the following ways:

(a) To chapter membership, provided her reinstatement shall be approved by the chapter, and upon payment of the reinstatement fee and the national dues for the current year.
(b) To Member-at-Large upon payment of the reinstatement fee and the national dues for the current year.

Article XV – States

SECTION 1.

(a) The chapters of each state and of the District of Columbia, and of every country geographically outside of the United States having more than one chapter, may form a state organization which shall hold an annual state conference. The requirement of having more than one chapter in order to form a state organization shall not affect any state organization duly established before the Continental Congress of 1955.
(b) Such state organizations, whether presently existing, in formation, or to be organized under this Article XV, shall be independent legal entities from the National Society, solely responsible in all instances, for their debts, legal obligations, liabilities, expenditures, claims made against them and any actions taken by them.

SECTION 2.

(a) Only a chapter member in good standing shall be eligible to be a delegate or an alternate to official state meetings, to hold a state office, or to serve on a state committee; however, a chapter member who transfers to Member-at-Large to become an

Organizing Regent may, providing there is no conflict with state bylaws, retain a state office or committee appointment.

(b) The voting members for state meetings shall be the state officers as provided in the state bylaws, the national officers and the honorary national officers whose membership is within the state; the Chapter Regent or in her absence the First Vice Regent or alternate; and the elected delegates or alternates of each chapter of the state entitled to representation at the Continental Congress or special meeting of the National Society, and such others as the state bylaws may designate.

SECTION 3.

(a) The number of representatives from each chapter shall be determined by the rules for representation of chapters in the Continental Congress except that the state bylaws may increase this representation in a direct ratio. A member holding two or more offices each carrying a vote at an annual state conference shall be limited to vote only in one of the offices held by said member.

(b) States holding their state conference July 1-December 31 may base their chapter representation at state conference on their membership as of July 1.

SECTION 4. The state conference shall adopt bylaws which shall not conflict with the Act of Incorporation and Bylaws of the National Society.

SECTION 5. The state conference shall elect a State Regent, a State Vice Regent and such other state officers as the state bylaws may provide.

SECTION 6. To be eligible for the office of State Regent or State Vice Regent, a member shall hold and have held membership in a chapter or chapters within the state organization for at least five years prior to her election and have served a term as Chapter Regent. [Except see Article IX, National Board of Management, Section 3 (j).] A state organization may provide in its bylaws for conferring the title of Honorary State Regent by election upon a member who has held the office of State Regent.

SECTION 7. The election of State Regent and State Vice Regent shall be confirmed by the Continental Congress and their terms of office as well as all other state officers in their administration shall begin at the close of the Congress at which they are confirmed. Confirmation of a State Regent or State Vice Regent unable to be present at the time of installation during the Continental Congress shall be deemed

completed upon receipt by the office of the Organizing Secretary General of the oath of office subscribed in writing. If the office of State Regent becomes vacant, the State Vice Regent shall become State Regent automatically provided she has been confirmed as State Vice Regent. Between meetings of the Continental Congress, the National Board of Management shall have the power to confirm a State Regent, or a State Vice Regent elected to fill a vacancy.

SECTION 8. No member shall be eligible to serve on the National Board of Management as State Regent for more than three consecutive years. This shall not apply to a member who has served less than half a term as State Regent because of a vacancy in that office.

SECTION 9. A state organization may provide in its bylaws for dues for the use of the state organization. The state may require payment of the state dues by a stated deadline as a prerequisite to chapter representation at state meetings.

SECTION 10. The rulings of the National Society shall be binding upon each state organization and each chapter and the State Regent and State Board of Management shall be responsible for compliance within each state.

Article XVI – Records

SECTION 1. All records, including but not limited to applications, minutes, treasurer's records, and official correspondence, generated by any person or group of people acting in an official capacity for the DAR, are and shall remain the property of the DAR body generating the records.

SECTION 2. No individual DAR member or members may dispose of any of the said records without the official knowledge and consent of the DAR group responsible for generating the records.

SECTION 3. It is the responsibility of the body creating the records to secure adequate storage for the records.

(a) Records shall remain under the control of, and accessible to, said body; and
(b) Such storage shall not be accessible to the public.

Article XVII – Seal

The Seal of the National Society shall be charged with the figure of a Dame of the period of the American Revolution sitting at her spinning

wheel, with thirteen stars above her, the whole surrounded by a rim containing the name, *The National Society of the Daughters of the American Revolution,* the motto, *God, Home and Country,* and the dates *1776* and *1890.* The Seal of the National Society or facsimile thereof may be used only on official documents.

Article XVIII – Insignia

SECTION 1. The official Insignia of the National Society shall be in the form of a spinning wheel and distaff. The wheel shall be seven-eighths of an inch in diameter and of gold, with thirteen spokes and a field of dark blue enamel upon the rim bearing the name DAUGHTERS OF THE AMERICAN REVOLUTION in letters of gold; upon the outer edge of the wheel, opposite the ends of the spokes, are thirteen small stars which may be set with precious stones at the discretion of the owner; underneath the wheel a golden distaff, one-and-one-half inches long, filled with platinum or white gold flax. Upon the back of the insignia the national number of the owner shall be engraved, and her name may be added. The ribbon to be worn with the Insignia shall be blue with a white edge, ribbed and watered, following the color of the Official Sash for National Officers.

SECTION 2. The official Insignia shall be worn upon the left breast and only at functions of the Society or its chapters or when representing the organization or attending ceremonial occasions.

SECTION 3. The replica miniature Insignia and the Recognition Pin may be worn on a branch bar upon any occasion.

(a) The miniature insignia may be worn on the miniature DAR ribbon at DAR functions, in the same manner as the official Insignia and pins.
(b) The miniature DAR Insignia may be worn on a branch bar with the miniature insignia of other societies.
(c) The recognition pin is worn alone and may be worn on any occasion.

SECTION 4. The Insignia, Recognition Pin and Ancestral Bars shall be issued only by permit of the Organizing Secretary General.

SECTION 5. No words shall be written or printed above the Insignia, except that on an official DAR Banner the Insignia may be placed in the center with designation of National Society, state organization, or chapter by name above, below, or around the Insignia.

SECTION 6. The insignia may be placed

(a) on a monument above a deceased member's name or wherever there is ample space on the monument or marker;
(b) on the welcoming sign of a community, among those of other organizations;
(c) on other plaques or markers, at the center top or the upper left hand corner.

SECTION 7. The Executive Committee may authorize official pins as the need arises. Only Ancestral Bars patented by the National Society, Daughters of the American Revolution and service bars and pins authorized by the Executive Committee or National Board may be worn with Insignia upon the official ribbon.

SECTION 8. Official Sash for National Officers, Honorary National Officers, past National Officers, State Regents and past State Regents shall be worn only as authorized by the National Society.

Article XIX – Discipline

SECTION 1. Any member conducting herself in a way calculated to disturb the harmony of the National Society or to injure its good name or to hamper it in its work may, upon charges filed, be reprimanded, suspended or expelled by the National Board of Management.

SECTION 2. The charges shall be in writing, signed by at least five members of the National Society and filed with the Recording Secretary General, together with proof in writing that a copy thereof has been served upon the person charged with the offense. No charge against any member shall be considered by the National Board of Management until after investigation by the Executive Committee which shall report its findings in writing to the Board. If, upon consideration of the charges and the report by the Executive Committee, the Board determines that the charges state an offense and that there is probable cause for believing that the charges will be sustained by evidence supporting the same, a date shall be set for a hearing on the charges, of which hearing the person accused shall be given at least thirty days' notice to enable her to prepare her defense.

SECTION 3. The National Board of Management shall, after full hearing at which the accused may appear in person and be represented by counsel, render its judgment upon the charges and in case it shall find that the person charged has been guilty of any offense therein

charged, or included therein, shall discipline the member by reprimand, suspension or expulsion.

SECTION 4. Any chapter guilty of violation of the rules of the National Society, or of action discrediting the organization, may be reprimanded, suspended or disbanded and the right to use its name and that of the Society revoked by the National Board of Management.

SECTION 5. In the event that discrimination by a DAR chapter is alleged to have taken place, the President General shall appoint a special committee to be known as the Ethics Committee, to investigate the charges. The Ethics Committee shall present its findings to the Executive Committee so that the Executive Committee may investigate and determine proper action.

SECTION 6. Any member, chapter or state organization of the National Society of the Daughters of the American Revolution having a grievance against any member, chapter, state organization or the National Society relating to the activities of the National Society or its constituent organizations and wishing to institute legal action for redress of such grievance shall submit the grievance in writing to the President General and the Executive Committee at least nine months prior to instituting any legal action to permit time for the Executive Committee to mediate the grievance before any legal action is instituted. Failure to comply with this Bylaw may subject said member, chapter or state organization to disciplinary action under Section 1 of this Article.

SECTION 7. All decisions of the National Board of Management in proceedings under all sections of this Article shall require a two-thirds vote by ballot of those present and voting.

Article XX – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Society in all cases in which they are not inconsistent with the Bylaws of the National Society.

Article XXI – Amendments

SECTION 1.

(a) These Bylaws may be amended by a two-thirds vote at any Continental Congress, except that no general revisions and no amendments pertaining to the number, term or eligibility of

National Officers may be proposed in a year of the election of Executive Officers; provided that the proposed amendment has been sent by the National Society to all chapters of the National Society and posted to the NSDAR Members' Website at least sixty, and not more than ninety days, before the Continental Congress; and provided further that the amendment has been proposed by the National Board of Management, or by a chapter, or by a committee authorized by the Continental Congress. In case the amendment is proposed by a chapter, it shall be endorsed by at least nine other chapters, the ten chapters being located in at least five different states.

(b) Proposed amendments to these Bylaws shall be submitted in accordance with rules of procedure adopted by the National Board of Management. The Board shall order notice to the chapters of proposed amendments duly submitted provided the subject matter is suitable for inclusion in the Bylaws and the proposal is in proper form, and if found not to be suitable subject matter may reject the proposal or if not in proper form, may revise it, return it to the Bylaws Committee for redrafting, or take such action as is deemed in order.

SECTION 2. Unless otherwise provided prior to its adoption or in the motion to adopt, an amendment to these bylaws shall take effect at the close of the Continental Congress at which it is adopted.

SECTION 3. Any amendment to the Bylaws of the National Society shall become the law of the chapters and states without further notice.

Article XXII – Dissolution

Although the period of duration of the National Society is perpetual, if for any reason the Society is to be dissolved or otherwise terminated, 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 directors or members of the Society. Upon the dissolution of the Society, assets shall be distributed by the National Board of Management and/or the Executive Committee of the Society for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, and consistent with the purposes and objectives of the Society. 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

section 501(c)(3), with purposes and objectives consistent with those of the Society.

Revised April 1993
Amended April 1994
Amended April 1995
Amended April 1996
Amended April 1997
Amended April 1999
Amended April 2001
Amended July 2002
Amended July 2003
Amended July 2004
Amended July 2005
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Amended July 2011
Amended June 2012
Amended June 2013
Amended June 2014
Amended July 2015
Amended June 2016
Amended July 2017
Amended June 2019
Amended July 2022
Amended July 2023

Standing Rules of the National Society of the Daughters of the American Revolution

A. General Rules

1. The official NSDAR mailing list is restricted to DAR use exclusively. The NSDAR Directory, state and chapter yearbooks, and any other official mailing lists or names and addresses are not to be released except for official use within the organization.
2. Circularization. No member of the National Society is authorized to issue circulars about the National Society or state organization or the organization of chapters without the approval of the National Board of Management.
3. DAR Projects or funds. All fundraising, including through the use of social media and other electronic sales platforms, must comply with federal, state and local regulations concerning sales and solicitations by charitable organizations. Chapters shall abide by the policies set forth by state DAR societies and organizations.
4. Insignia. Use of the official Insignia is limited to programs, stationery, books, or other publications of use to the Society. For any other purpose, permission must be granted by the Executive Committee and/or the National Board of Management. The Insignia should not be used on match boxes, playing cards, or other articles designed purely for commercial purposes.

B. Credentials for Continental Congress

1. Eligibility for chapter representation and the number of delegates from the chapter are detailed in NSDAR Bylaws, Articles VIII, Meetings, and XIII, Chapters.
2. Chapters whose members' dues are credited to the office of the Treasurer General by December 1 are entitled to representation at Continental Congress.
3. The Chapter Regent is automatically the voting representative of her chapter. If the Chapter Regent is attending Continental Congress, the First Vice Regent has no credentials standing unless she is elected a delegate or alternate. If the Chapter Regent is unable to attend Continental Congress, the First Vice Regent automatically is the chapter voting representative. In case neither the Regent nor the First Vice Regent is attending, the first elected alternate is the voting representative. If the first elected alternate is not attending, the second elected alternate is the voting representative. Two alternates are elected for each

voter and are listed in the order of their election. If an elected chapter alternate is replacing a voter, she should have a written statement signed by the Chapter Regent, giving the name and position of the person she is replacing. This statement is to be presented or mailed to the Credentials Committee.

4. ~~The Chapter Regent is responsible for completion of two identical copies of the chapter credentials form after the election of the chapter representatives as prescribed in NSDAR Bylaws, Article XIII, Chapters, section 9. One copy must be mailed to the Credentials Committee and one copy to the State Regent, both postmarked no later than the date specified on the form.~~
   The Chapter Regent is responsible for completion of the chapter credentials form after the election of the chapter representatives as prescribed in NSDAR Bylaws, Article XIII, Chapters, Section 9. The form must be completed in the manner and by the date specified by the National Society.
5. The credentials form must be signed by the following three chapter officers: Regent, Recording Secretary and Treasurer.
6. Advance registration and fees must be completed and paid in the manner and by the date as specified in the credentials mailing. Registration must be confirmed in person prior to 3 o'clock of the afternoon of the day preceding the election of officers.
7. Advance registration fees are non-refundable.

C. National Election Rules

1. The rules for nomination and election of national officers are contained in the NSDAR Bylaws, Article VI, Nomination and Election of Officers.
2. Members of congressional committees and/or employees of DAR shall not wear or display campaign objects of any kind.
3. Campaigning for office, except for the wearing of campaign objects, shall not be allowed at or within 100 feet of NSDAR Headquarters by anyone at any time.
4. Campaign objects may not be worn or displayed at or within 100 feet of the polls by anyone at any time.
5. Ads appearing in the *Daughters Newsletter* in support of candidates for national office shall not include the word "unanimous" or any word implying "unanimous."
6. Any election violation shall be reported to the office of the President General. The President General shall call violations to the attention of the candidates involved. After the first warning, if the violation is repeated, the President General shall announce the violation at the next scheduled business meeting.

7. Drawing for position on the ballot shall be held in accordance with instructions issued by the office of the Recording Secretary General.

Revised April 1993
Amended April 1997
Amended July 2003
Amended July 2008
Amended June 2012
Amended June 2013
Amended June 2019
Amended December 2021
Amended July 2023

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