



OFFICIAL HANDBOOK

VOLUME I: GOVERNING DOCUMENTS

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PREFACE

The *NSSAR Handbook* contains the governing documents and official policies, procedures and protocol of the National Society of the Sons of the American Revolution. It provides official guidance to all Compatriots at the National, State Society and Chapter levels on the operations, programs and activities of the Sons of the American Revolution. Compatriots should regularly review the *NSSAR Handbook*.

The development and publication of the *NSSAR Handbook* is the responsibility of the Handbook Committee, whose members are appointed by the President General pursuant to Bylaw No. 19, Section 1(e). The Handbook Committee is currently composed of the following individuals.

DAVIS LEE WRIGHT, ESQ., <i>Chairman</i>	Delaware Society	<i>Term Expires 2019</i>
GEORGE D. THOMPSON.....	Oklahoma Society	<i>Term Expires 2018</i>
TIMOTHY E. WARD.....	Ohio Society	<i>Term Expires 2017</i>

The table of contents for each volume of the *Handbook* details the contents of that volume. The *Handbook* consists of seven volumes, titled as follows: VOLUME I: *Governing Documents*; VOLUME II: *Organization*; VOLUME III: *Membership, Compliance & Other Policies*; VOLUME IV: *Insignia, Protocol, Ceremonies & Rituals*; VOLUME V: *Individual Medals & Awards*; VOLUME VI: *Youth Programs, State Society & Chapter Awards*; and VOLUME VII: *Summary History of the SAR*.

The *NSSAR Handbook*'s content is established by the: (1) Annual Congress, (2) Board of Trustees, (3) Executive Committee, (4) National Headquarters staff and (5) Standing, Special Advisory and Program Committees. Revisions to the *NSSAR Handbook* may be made as follows:

- The *NSSAR Charter* may be modified only by the United States Congress;
- The *NSSAR Constitution & Bylaws* may be modified only as provided in those documents;
- An Annual Congress, the Board of Trustees, or the Executive Committee may implement, amend or abolish a policy by voting on such changes and submitting the policy to the Handbook Committee for inclusion in the next edition of the *NSSAR Handbook*.
- Program Committees retain responsibility for developing, implementing, amending or abolishing policies within their purview. Any such updates should be provided to the Handbook Committee for inclusion in the next edition of the *NSSAR Handbook*. These changes must be approved by the Executive Committee prior to publication.
- Changes to existing SAR medals or awards are generally processed and approved by the responsible Program Committee; *provided* that major changes to design or criteria must be approved by the Medals & Awards Committee.
- New National Society or State Society medals or awards must be processed according to the Medals & Awards Committee's procedures.

Questions on *Handbook* interpretation or application should be directed to the Handbook Committee Chair or the responsible Program Committee Chair.

Each volume of the *NSSAR Handbook* is reviewed annually, typically after the Annual Congress, to ensure the content found in that volume reflects current SAR practices. The Executive Committee annually approves publication of the *NSSAR Handbook* at the Fall Leadership Meeting. Volumes may be updated several times throughout the year to reflect changes provided following the Fall and Spring Leadership meetings. The *NSSAR Handbook* and its periodic revisions are maintained in electronic format only, available at: http://www.sar.org/SAR_Handbook. Paper copies may be

purchased from SAR Merchandise, although such copies are not regularly updated. The electronic version of the *NSSAR Handbook*, as published on the above website, supersedes all prior electronic and paper versions. Each volume of the *NSSAR Handbook* identifies its effective date. Compatriots are encouraged to download the latest editions of the *NSSAR Handbook*. The last two years of the revision history for this volume, if available, is provided below.

The *NSSAR Handbook* reflects hundreds of hours of work and could not have been realized without the valuable assistance of the general officers, committees and Compatriots of the NSSAR. The Handbook Committee greatly appreciates the assistance provided.

REVISION NOTES

Date	Description
12 July 2016	Amended Bylaw No. 1, Sections 1 & 5 (Congress 2016); amended Bylaw No. 4 (Congress 2016); amended Bylaw No. 16, Section 7 (Congress 2016); renumbered Bylaw Nos. 17 through 34 as Bylaw Nos. 18 through 35 (Handbook Committee); added new Bylaw No. 17 on alternative meetings (Congress 2016); amended Bylaw No. 18 [f/n 17], Section 2 (Congress 2016); relettered Bylaw No. 19 [f/n 18], Section 1(d)-(h) as Bylaw No. 19, Section 1(e)-(i) (Handbook Committee); added Bylaw No. 19 [f/n 18], Section 1(d) on Genealogy Committee (Congress 2016); amended Bylaw No. 19 [f/n 18], Section 1(f)(6) [f/1 (e)(6)] (Congress 2016); amended Bylaw No. 19 [f/n 18], Section 1(g)(4) [f/1 (f)(4)] (Congress 2016).
22 July 2014	Amended Bylaw No. 16, Section 6 (Congress 2014); amended Bylaw No. 23, Section 3 (Congress 2014); amended Bylaw No. 29 (Congress 2014).
21 Mar 2014	Bylaw No. 23 (adopted at the 2013 Annual Congress in Kansas City) became effective on March 21, 2014, following ratification by three-quarters of the state societies (43 out of 57). The following state societies ratified Bylaw No. 23 (date decision communicated to Executive Director): Alaska (3/1/2014); Arizona (2/23/2014); Arkansas (3/17/2014); California (11/3/2013); Colorado (10/7/2013); Connecticut (1/16/14); Delaware (7/31/2013); France (3/1/2014); Georgia (10/26/2013); Germany (1/14/2014); Hawaii (3/21/2014); Illinois (2/23/2014); Idaho (8/6/2013); Indiana (10/21/2013); International (1/18/2014); Iowa (1/18/2014); Kansas (11/2/2013); Kentucky (11/2/2013); Louisiana (1/13/2014); Maine (11/11/2013); Maryland (1/14/2014); Massachusetts (10/6/2013); Mexico (9/30/2013); Minnesota (2/15/2014); Missouri (10/26/2013); Montana (8/10/2013); Nebraska (9/22/2013); Nevada (10/5/2013); New Hampshire (11/12/2013); New Jersey (2/25/2014); New Mexico (8/7/2013); North Carolina (8/24/2013); Ohio (7/28/2013); Oklahoma (11/13/2013); Oregon (1/14/2014); Pennsylvania (11/7/2013); Rhode Island (10/19/2013); South Carolina (10/19/2013); Spain (10/15/2013); Vermont (1/27/2014); Virginia (2/14/2014); Washington (8/17/2013); and Wyoming (7/29/2013). The following societies also ratified Bylaw No. 23: Empire State (4/3/2014); and Texas (4/4/2014). The following state societies rejected the amendments to Bylaw No. 23: Mississippi (1/28/2014); Tennessee (3/9/2014); and Florida (5/6/2014). The following state societies have not yet indicated their position: Alabama, Michigan, Dakota, Utah, West Virginia, Wisconsin, Switzerland, United Kingdom, and Canada.
28 Sept 2013	Amended Bylaw No. 1(b)(5) (Congress 2013); amended Bylaw No. 2, Section 9 (Congress 2013); amended Bylaw No. 17, Sections 3 & 5 (Congress 2013); amended Bylaw No. 18, Sections 1(b)(1)-(5), (d)(4), (f)(1)-6, (g)(1)-(5), & (h)(1)-(3) (Congress

2013); approved amendment and restatement of Bylaw No. 23 (Congress 2013) [awaiting approval of $\frac{3}{4}$ state societies]; inserted new Bylaw No. 32, renumbered Bylaws and updated internal references (Congress 2013); and amended Bylaw No. 34 (f/n 33) (Congress 2013).

27 Sep 2012 Amended Constitution Article I (Congress 2012); amended Constitution Article IV, Section 2 (Congress 2012); amended Bylaw 18, inserted new Bylaws 19 & 20, renumbered Bylaws and updated internal references (Congress 2012); amended Bylaw 26 (f/n 24), Section 1 (Congress 2012); amended Bylaw 28 (f/n 26) (Congress 2012).

**CONGRESSIONAL CHARTER OF THE NATIONAL SOCIETY OF
THE SONS OF THE AMERICAN REVOLUTION
[36 U.S.C. CHAP. 1533 (1998)]**

§ 153301. Organization

National Society of the Sons of the American Revolution (in this chapter, the "corporation") is a body corporate and politic in the District of Columbia.

§ 153302. Purposes

The purposes of the corporation are patriotic, historical, and educational, and include those intended or designed--

- (1) to perpetuate the memory of the men who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people;
- (2) to unite and promote fellowship among their descendants;
- (3) to inspire them and the community at large with a more profound reverence for the principles of the government founded by our forefathers;
- (4) to encourage historical research in relation to the American Revolution;
- (5) to acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks;
- (6) to mark the scenes of the American Revolution by appropriate memorials;
- (7) to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period;
- (8) to foster true patriotism;
- (9) to maintain and extend the institutions of American freedom; and
- (10) to carry out the purposes expressed in the preamble to the Constitution of our country and the injunctions of Washington in his farewell address to the American people.

§ 153303. Powers

The corporation may--

- (1) adopt and amend a constitution, bylaws, and regulations for the admission, government, suspension, and expulsion of its members;
- (2) adopt and alter a seal;
- (3) provide for the election of its officers and define their duties;
- (4) provide for State societies or chapters with regulations for their conduct, and regulate and provide for the management, safe-keeping, and protection of their property and funds;
- (5) acquire, own, lease, encumber, and transfer property as necessary or convenient to carry out the purposes of the corporation; and
- (6) sue and be sued.

§ 153304. Trustees

The property and affairs of the corporation shall be managed by at least 40 trustees. The trustees shall be elected annually at the time provided in the bylaws. At least one trustee shall be elected annually from a list of nominees to be made by each of the State societies and submitted to the corporation at least 30 days before the annual meeting, in accordance with provisions adopted by the corporation to regulate nominations.

CONSTITUTION OF THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION

Article I. Name and Status

The name of this organization shall be The National Society of the Sons of the American Revolution. It is a corporation created by special act of the Congress of the United States (Act of June 9, 1906, Public Law No. 59-214). The Charter of said National Society (Sections 153301-153304 of Title 36, United States Code, as may be amended by Congress from time to time) is incorporated by reference and made a part of this Constitution and of the Bylaws adopted in pursuance thereof.

Article II. Objects

The objects of this Society are declared to be patriotic, historical, and educational, and shall include those intended or designed to perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people; to unite and promote fellowship among their descendants; to inspire them and the community-at-large with a more profound reverence for the principles of the government founded by our forefathers; to encourage historical research in relation to the American Revolution; to acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period; to foster true patriotism; to maintain and extend the institutions of American freedom and to carry out the purposes expressed in the preamble of the Constitution of our country and the injunctions of Washington in his farewell address to the American people.

Article III. Eligibility for Membership

Any male shall be eligible for membership in the Society being a citizen of good repute in the community, is the lineal descendant of an ancestor who was at all times unflinching in loyalty to, and rendered active service in the cause of American Independence either as an officer, soldier, seaman, marine, militiaman or minuteman, in the armed forces of the Continental Congress of any one of the several Colonies or States, as a signer of the Declaration of Independence, as a member of a Committee of Safety or Correspondence, as a member of any Continental, Provincial, or Colonial Congress or Legislature, as a foreign national of, but not limited to, France, Germany, Poland, Spain, Sweden or Switzerland who rendered service in the cause of American Independence or as a recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain, provided, however, that no person advocating the overthrow of the Government of the United States by use of force or violence shall be eligible for membership in the Society.

There shall be the following classes of members:

- (1) a Regular or Regular Life Member shall be any member of the age of eighteen years and over, excepting those members described in Subsections (2) through (4) of this

Paragraph, who meets all the requirements for membership as defined in this Constitution and in the Bylaws of the National Society.

- (2) a Junior Member is a male under the age of eighteen years who has met the membership requirements of the Sons of the American Revolution. A Junior Member cannot vote or receive *The SAR Magazine* until he attains the age of eighteen years.
- (3) a Memorial Membership for a deceased male of the same family as current members, whose application has been submitted and approved in accordance with the Bylaws of the National Society.

Article IV. Officers and Trustees

Section 1. The General Officers of this Society shall be a President General, a Vice-President General for each of the regularly established districts within the United States as specified in the Bylaws and one or more Vice-Presidents General for outside areas - provided that the Board of Trustees shall so provide, Secretary General, Treasurer General, Chancellor General, Genealogist General, Registrar General, Historian General, Librarian General, Surgeon General, and Chaplain General, who shall be elected by ballot by a majority vote of the delegates present and voting at the Annual Congress of the Society and shall hold office for one year or until their successors are elected and qualified. Such General Officers shall serve without compensation in such capacities.

All nominations of General Officers, including those made by the Nominating Committee, shall be made from the floor, at a regular meeting of the Annual Congress.

Section 2. There shall be a Board of Trustees with a total membership of not less than forty (40), who shall be elected annually at such time and in such manner as shall be fixed in the Bylaws as required by the Charter. Said Trustees shall hold office for one year and until their successors are elected and qualified, and they shall each serve without compensation.

The election of members of the Board of Trustees shall be conducted after the election of General Officers has been completed unless the delegates present, by a two-thirds vote, provide for some other order of business.

Section 3. There shall be an Executive Director who shall be appointed and who shall have such powers and duties as are provided in the Bylaws.

Article V. Meetings

Section 1. The Annual Congress of this Society for the election of officers and for the transaction of business shall be held at a time and at a location which shall be designated by a two-thirds affirmative vote of the Board of Trustees present and voting. The dates and locations of Annual Congresses may be designated four or more years in advance.

In an emergency, the time and location of an Annual Congress may be changed by the affirmative vote of two-thirds of the Board of Trustees voting upon the question by mail; provided that votes by mail shall be postmarked to the Executive Director within ten days after the solicitation of said votes; and provided further, that not less than twenty-six Trustees shall have voted.

Section 2. Special meetings of the Board of Trustees may be called by the President General and shall be called by him when so directed by the Board of Trustees or when requested by at least ten State Societies, by giving at least thirty days' notice to the Trustees and the Presidents of State Societies specifying the time and location of such meeting and the business to be transacted.

Article VI. SAR Foundation

The SAR Foundation may be formed for the sole purposes of supporting and perpetuating the National Society Sons of the American Revolution.

Article VII. Parliamentary Authority

The rules set forth in the most current edition of *Robert's Rules of Order, Newly Revised* shall govern the National Society in all Annual Congresses and all meetings of the Board of Trustees in which they are not inconsistent with this Constitution, the Bylaws of the National Society, the Articles of Incorporation of the National Society and any special rules of order the National Society may adopt.

Article VIII. Amendments

The Constitution may be amended by a two-thirds affirmative vote of the delegates present and voting at a Congress of this Society; provided that such amendment must have been proposed to the Secretary General by a prior Congress, by the Board of Trustees, or by a State Society, and at least sixty days' notice of such proposed amendment shall have been sent by the Secretary General, or by the Executive Director, to each of the General Officers, members of the Executive Committee, other members of the Board of Trustees and the President and Secretary of each State Society. Said notice shall be deposited in the United States mail and the notice period provided herein shall be computed from the date of such mailing.

If all of the aforementioned requirements are met, official notice of a proposed amendment may be published in *The SAR Magazine* and be within the intent of this Article.

BYLAWS OF THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION

Bylaw No. 1. Membership

Section 1. Application for membership shall be made through a State Society upon a form prescribed by the National Board of Trustees and shall in each case set forth the name, residence and services of his ancestor in the American Revolution from whom he claims eligibility.

Section 2. An applicant for membership shall be sponsored by two members in good standing and he shall make oath that the statements in his application are true to the best of his knowledge and belief. If the application be approved by a State Society, an Officer of that Society shall send such application, together with the admission fee, to the Genealogist General, who shall examine the claims of the applicant for eligibility. No applicant shall be admitted to membership until the Genealogist General approves the application.

Section 3. Each member of the National Society shall be entitled to a certificate of membership, duly attested by the President General and the Secretary General, countersigned by the President and Secretary of the State Society through which such member shall have been admitted, to which certificate shall be affixed the seal of the National Society.

Section 4. The official designation of a member of the National Society of the Sons of the American Revolution shall be "Compatriot."

Section 5. Whenever an applicant for membership in the Society is a genetic (bloodline) relative of a present or former member of the Society whose application contains references to authorities or sources for the ancestor of that present or former member having been eligible as a Son of the American Revolution as provided in Article III of the Constitution, it shall only be necessary to establish applicant's relationship to present or former member and to include present or former member's National Number; provided that proofs satisfactory to the Genealogist General are on file at NSSAR Headquarters to establish the line of descent from the patriot ancestor to the present or former member.

As an exception to the above paragraph, close relatives of present or former members, limited to brothers, sons, grandsons, nephews and great nephews, may apply using only a copy of the present or former member's approved SAR membership application and acceptable documentation of his relationship to present or former member, even if one or more of present or former member's links back to the patriot ancestor are not documented sufficiently to satisfy current requirements. No additional proof shall be required of the applicant provided the lineage is not disproven by the SAR and the ancestor's Revolutionary service is proven in accord with current requirements. If applicant does not provide acceptable new documentation for the links that are deficient, his application may be approved; but it will be annotated as "grandfathered." When the applicant's membership certificate is sent to him, he may be requested to submit additional information about deficient links.

Until and unless any such requested additional proofs are provided, an application annotated as

“grandfathered” may not be used by third parties for either original applications or supplemental applications.

Section 6. A memorial membership to the National Society shall be made available for deceased males of the same family as current members. The deceased family members eligible for memorial membership shall not be prior to the second generation prior to the generation of the current member. The application fee, the form and the procedure for a memorial membership shall be the same as is provided for in these Bylaws except that

- (1) A one-time payment, in addition to the normal processing fee, in the amount of ten times the annual dues will be collected. This payment will be allocated as one-tenth to current dues; three-tenths to the Museum Trust; three-tenths to the Library Trust; three-tenths to the Alexander Hamilton Fund.
- (2) Assignment of National and State membership number shall be as prescribed by the Registrar General.

Bylaw No. 2. State Societies and Chapters

Section 1. The membership of the Society shall be organized into State Societies.

Section 2. Each State Society shall regulate all matters pertaining to its own affairs, subject to the provisions of the Constitution and Bylaws of the National Society.

Section 3. In any State or Territory in which a State Society does not exist, or in which a State Society has become inactive, or has failed for two years to pay its annual dues to the National Society, fifteen or more persons duly qualified for membership in this Society may associate themselves as a State Society of the Sons of the American Revolution, organize in accordance with this Constitution and they may be admitted by the Board of Trustees to the National Society as "The _____ Society of the Sons of the American Revolution." A State Society thus organized shall thereafter have exclusive local jurisdiction in the State or Territory or in the district in which they are organized, subject to the provisions of the Constitution and Bylaws. This provision shall not be construed so as to exclude the admission of candidates for membership who reside in other states.

Whenever any State Society shall become defunct by the surrender, forfeiture or revocation of its Charter, any member thereof may, upon application made within one year after such State Society became defunct, accompanied by a certificate by the Secretary General that the applicant was, at the time of surrender or loss of said Charter, a member in good standing of such State Society, be admitted to any other State Society or Chapter thereof without payment of any admission fee, subject however, to acceptance of such application, in due form, by the State Society or Chapter to which application is made.

Section 4. A Society may be formed in any foreign country by fifteen or more Compatriots who are residents thereof. Such Society shall bear the same relation to the National Society as a State Society and shall be subject to the provisions of this Constitution and Bylaws.

Section 5. Each State Society shall endeavor to promote growth in membership and interest in the objects of the Society and, to that end, shall aid in establishing local Chapters with such powers as it may deem proper, in accordance with this Constitution and Bylaws.

Section 6. Each State Society shall:

- (a) Notify the Secretary General promptly of the election and appointment of all officers, of its nominees for National Trustee and Alternate National Trustee and of the names of the delegates authorized to represent said State Society at each Congress of this National Society. At such times as may be fixed by the Board of Trustees or the Executive Committee, it shall be the duty of each State Society to file a report with the Secretary General specifying the date on which the last meeting was held for the election of officers of said Society. In cases in which it appears that no such election has been held within a period of eighteen months prior to the date of such report, it shall be the duty of the Secretary General to give prompt notice of this fact to the Executive Committee for its consideration and appropriate action.
- (b) Transmit to the Registrar General, in a manner and on a schedule set by him, information on its members such as name, contact information, change in membership status and other data that might be needed to efficiently manage the membership database.
- (c) Pay to the Treasurer General as of the date provided for in these Bylaws, the annual dues for each member carried on the rolls of such Society as of that date.

Section 7. The Secretary General may, at any time, require reports from State Societies and from Chapters giving lists of officers, members in good standing, the number of meetings held and an account of activities for the period covered.

Section 8. Membership in the National Society shall be through a State Society. There shall be no National Memberships At-Large.

Section 9. There shall be authorized a society, for administrative purposes, titled the "International Society," whose membership may consist of any Compatriots living in any foreign country where no State Society has been authorized or organized pursuant to this Bylaw.

Section 10. A member in good standing may demit from the State Society of which he is a member in order that he may transfer to another State Society of his choice; provided that his membership shall continue in the former until he be accepted as a member of the latter.

Section 11. Whenever the word "State" occurs in the Constitution and Bylaws, it shall be construed to include a combination of states, the District of Columbia, the Territories of the United States and Societies in foreign countries where applicable.

Bylaw No. 3. Officers; Powers and Duties

The duties of the General Officers shall be such as usually appertain to their respective offices, such other duties as may be hereinafter imposed and such powers as shall be delegated to them by an Annual Congress or by the Board of Trustees.

The General Officers shall report at the Annual Congress and at such other times as may be required by the Board of Trustees.

This SAR Oath of Office is for use at swearing in ceremonies of the NSSAR at its annual Congress; for all officers and trustees, for appointed members of the Executive Committee, for elected Board members of the SAR Foundation, and for any other committees or officials of the NSSAR as may be designated by the President General.

SAR OATH OF OFFICE

I do solemnly swear that I will loyally support the Constitution and Bylaws of the Sons of the American Revolution; that I shall faithfully discharge my responsibilities and fiduciary duties to the best of my ability; that I will promote the principles of liberty and justice, and that I shall bear true allegiance to the Constitution and Laws of the United States, and thereby so honor the sacrifices of our patriot ancestors of the American Revolution through my fidelity to their noble cause, SO HELP ME GOD.

Bylaw No. 4. The President General

The President General serves as the Chief Executive Officer of the National Society, he manages the business and affairs of the National Society, appoints all Committees and Committee members, including but not limited to those mentioned in this bylaw, except as otherwise provided for in this Constitution and these Bylaws, he serves as Chairman of the Executive Committee and the Board of Trustees, he serves as a member of each Standing Committee as set forth in these Bylaws and shall have authority to fill any vacancy which may occur in any General Office, the Executive Committee, the Chairmanship of any Committee and members of Standing Committees subject to the approval by the Board of Trustees at its next meeting. The President General serves as ex-officio member of the SAR Foundation.

The President General shall appoint two (2) elected National Trustees as members of the Nominating Committee. The two (2) appointees shall be residents of states other than those in which the five (5) Presidents General who serve on the Nominating Committee resided while in office and the four (4) selected by the Council of State Presidents to serve on the Nominating Committee reside. These appointments shall be announced no later than the Fall meeting of the Board of Trustees.

The President General shall prepare a report on the state of the National Society and present it to the Executive Committee and the Board of Trustees at the Spring and Fall meetings of the Board of Trustees as well as to the Executive Committee, delegates and members at-large at the Annual Congress. A copy of these reports shall be available to any member of the Society on written

request to the Executive Director, and a copy of the reports shall be placed in the archives of the Society for future reference.

The President General is authorized to appoint SAR members as Aides de Camp to assist him and the First Lady at NSSAR leadership meetings, SAR Congresses, and visits to the various SAR District and State Society meetings, as well as SAR celebrations, commemorations, balls, parades, foreign visits and other events.

Bylaw No. 5. Vice-Presidents General

Section 1. There shall be one (1) Vice-President General elected from each of the following Districts of the National Society:

- (a) New England District composed of the Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont State Societies;
- (b) North Atlantic District composed of the New York (Empire State) Society and New Jersey State Societies;
- (c) Mid-Atlantic District composed of the Delaware, District of Columbia, Maryland, Pennsylvania and Virginia State Societies;
- (d) South Atlantic District composed of the Florida, Georgia, North Carolina and South Carolina State Societies;
- (e) Southern District composed of the Alabama, Louisiana, Mississippi and Tennessee State Societies;
- (f) Central District composed of the Indiana, Kentucky, Ohio and West Virginia State Societies;
- (g) Great Lakes District composed of the Illinois, Michigan and Wisconsin State Societies;
- (h) North Central District composed of the Dakota, Iowa, Minnesota and Nebraska State Societies;
- (i) South Central District composed of the Arkansas, Kansas, Missouri, Oklahoma and Texas State Societies;
- (j) Rocky Mountain District composed of the Arizona, Colorado and New Mexico State Societies;
- (k) Inter-Mountain District composed of the Idaho, Montana, Utah and Wyoming State Societies;
- (l) Western District composed of the California, Hawaii and Nevada State Societies;
- (m) Pacific District composed of the Alaska, Oregon and Washington State Societies;
- (n) European District composed of the Germany, Spain, Switzerland, United Kingdom and the remainder of the continent of Europe Societies except France.

Section 2. The President General shall appoint a Vice- President General for an International

District composed of all of the remaining territory outside of the above named Societies.

Section 3. It shall be the responsibility of each Vice-President General to promote the interest and activities that further the objectives of the National Society among the State Societies in his District.

In addition, the Vice-President General shall visit each of the State Societies in his District at least once annually. He shall also endeavor to visit the various Chapters in his District during his term of office. He shall encourage the formation of new chapters and encourage the enrollment of new members as well as perform such additional duties within his District as may be assigned to him by the President General, the Executive Committee or the Board of Trustees.

The Vice-President General shall report on the activities of his District at the Spring and Fall meetings of the National Trustees as well as to the delegates and delegates at-large at the Annual Congress of the National Society. A copy of this report shall be available to any member of the Society upon written request to the Executive Director. A copy of the report shall also be placed in the archives of the National Society for future reference.

Bylaw No. 6. Secretary General

The Secretary General shall serve as a member of the Executive Committee and an ex-officio member of the SAR Foundation, he shall serve as the Secretary of all National Society meetings, including those of the Executive Committee, the Board of Trustees and such other meetings of the National Society as may be required in the conduct of the Society's business, he shall be responsible for the minutes of all such meetings and shall insure that copies of the minutes are distributed to the appropriate officers of the National Society in a timely manner, he shall insure that copies of the minutes are placed in the Society's archives for future reference.

The Secretary General, or at his direction, the Executive Director, shall provide notice of meetings, votes, orders and/or proceedings and provide copies of proposed amendments to the Constitution and Bylaws and resolutions to General Officers, members of the Board of Trustees, President and Secretary of each State Society to their address of record at National Society headquarters. Such notice shall include the reason or reasons for the proposed action and shall be made by U.S. Postal Service mail, in which case, replies, if required, shall be made to the Executive Director and postmarked within ten (10) days of the postmarked date of such solicitation, or by teleconference or by electronic mail. Electronic mail replies, if required, shall be in the hands of the Executive Director within ten (10) days of such solicitation. If a ballot is required on a matter submitted on behalf of the Board of Trustees, it shall include a proviso that those voting may request that the matter be postponed until the next meeting of the Board of Trustees. A postponement shall be mandatory if twenty five (25) percent of those voting request such postponement.

In the event the President General is unable to attend scheduled meeting due to such reasons as inclement weather, disability, resignation, death or other reasons, the Secretary General shall act in his stead until the President General is available or a new President General is duly elected or installed.

The Secretary General is responsible for the safekeeping of the National Society seal and the George Washington Ring.

The Secretary General shall report on the activities of the Executive Committee and the Board of Trustees at the Spring and Fall meetings of the National Society and to the delegates and members at-large at the Annual Congress. A copy of his report shall be available to any member upon written request to the Executive Director. A copy of all reports of the Secretary General shall be placed in the archives for future reference.

Bylaw No. 7. Treasurer General

The Treasurer General shall serve as the Chief Financial Officer of the National Society. He shall serve as a member of the Executive Committee and an Ex-Officio member of the SAR Foundation. The Treasurer General's duties include, but are not limited to, providing financial advice and counsel to the Executive Committee, the Board of Trustees, Committee Chairmen and when called upon to do so by an elected member of the SAR Foundation Board.

The Treasurer General's duties also include oversight responsibility for the collection and deposit of National Society dues and their disbursement to insure the efficient, economical operation of the National Society as well as responsibility for insuring that such funds are deposited in the name of the National Society in such accounts and depositories designated by the Board of Trustees. He shall also be responsible for insuring that such funds are disbursed by checks signed by any two (2) authorized officers of the Society, except that the Executive Director shall be authorized to sign, without another signatory, any check for Headquarters operation payable in an amount determined by a resolution of the Executive Committee and when authorized by a FAX and upon proper documentation, without another signatory. The authorized signatories shall be: the President General, Secretary General, Treasurer General and the Executive Director.

The Treasurer General shall be responsible for insuring that the Executive Director and such other members, employees and officers of the Society as shall be determined by the Board of Trustees, shall be placed under bond for the faithful performance of their duties in an amount specified by the Board of Trustees.

The Treasurer General shall be responsible for insuring that all funds, securities and negotiable instruments are deposited or held in safekeeping or in a safe deposit box with one or more banks, trust companies or places as shall be designated by the Board of Trustees and shall be subject to the joint control of the President General, Secretary General, Treasurer General and the Executive Director, any two (2) of whom shall have the power to issue instructions to the bank or trust company that is serving as depository to sell, invest, reinvest or otherwise dispose of such assets. No officer of the Society shall receive any commission, financial or other consideration nor shall such officer or officers personally profit from such transaction.

The Treasurer General shall be responsible for insuring that any and all monies and securities deposited in the Alexander Hamilton Fund (formerly known as the Permanent Fund) or the

Society and/or the SAR Foundation shall be held separate from the General Operating Fund and other funds of the Society and SAR Foundation in accordance with the Bylaws of the National Society.

The Treasurer General shall be responsible for communication with the Independent Audit Committee and the outside auditing firm retained by the Society as well as monitoring compliance on agreements between the National Society and the SAR Foundation and various institutions in which funds of the National Society and the SAR Foundation are kept.

The duties of the Treasurer General are such that an individual who holds this office shall have experience in accounting, banking and/or financial management prior to his election as Treasurer General.

The Treasurer General shall report on the financial matters of the Society to the Executive Committee and the Board of Trustees at the Spring and Fall meetings of the National Society as well as to the Executive Committee, delegates and members at-large at the Annual Congress. A copy of the Treasurer General's report shall be available to any member upon written request to the Executive Director. A copy of this report shall be placed in the archives of the Society for future reference.

Bylaw No. 8. Chancellor General

The Chancellor General serves as legal advisor to the National Society. He shall serve as a member of the Executive Committee and an Ex-Officio member of the SAR Foundation.

The Chancellor General shall render legal opinions on National Society matters upon request by the President General and shall report on legal matters of concern to the President General. He shall make a detailed report on such matters to the Executive Committee and the Board of Trustees at the Spring and Fall meetings of the Society as well as the Executive Committee, delegates and members at-large at the Annual Congress. He shall perform such duties as provided elsewhere in the Constitution and Bylaws.

A copy of the Chancellor General's reports shall be made available to any member of the Society upon written request to the Executive Director. A copy of the reports shall be placed in the archives for future reference.

The Chancellor General shall be a licensed attorney-at-law in good standing.

Bylaw No. 9. Genealogist General

The Genealogist General shall examine all applications for membership in the Society and shall approve those applications found to be in accordance with the policies, criteria and procedures established by the Genealogy Committee and the provisions of this Constitution and Bylaws.

In the event there is an appeal of the Genealogist General's decision concerning an application for membership in the Society, the Genealogist General shall re-examine the application and then report his findings with evidence supporting his position to the President General within thirty (30) days from the time the appeal was submitted. The President General may, before rendering an opinion on the matter, seek advice and counsel of the Genealogy Committee. This committee shall respond to the President General within thirty (30) days from the date the matter was referred to them. The decision of the President General concerning the application shall then be communicated to the applicant and/or the member who appealed the decision of the Genealogist General.

The Genealogist General shall be the custodian of all approved applications for membership in the Society and is charged with the responsibility of ensuring their safekeeping.

The Genealogist General shall report on the status of all applications received, approved and pending at the Spring and Fall meetings of the National Society as well as the delegates and members at-large at the Annual Congress. The Genealogist General shall review noteworthy problems encountered with membership applications with the Executive Committee and shall recommend warranted corrective action. A copy of these reports shall be available to any member of the Society upon written request to the Executive Director. A copy of the Genealogist General reports shall be placed in the archives of the Society for future reference.

Bylaw No. 10. Registrar General

The Registrar General shall be the custodian of the membership data of the National Society, and he shall advise an applicant when he is approved for membership in the Society as well advise the State Society of applicant's approval for membership in the Society. He shall maintain a complete roster of the names, National numbers, addresses, dates of birth and dates of admission to the National Society, resignations, discontinuance as an active member due to non-payment of dues as well as deaths (including the dates of death).

The Registrar General shall make a detailed report on the Society's membership to the Executive Committee and the Board of Trustees at the spring and fall meetings of the Society as well as the Executive Committee and to the delegates and members at-large at the Annual Congress.

A copy of the Registrar General's report shall be made available to any member of the Society upon written request to the Executive Director. A copy of the reports shall be placed in the archives of the Society for future reference.

Bylaw No. 11. Historian General

The Historian General, working with the Education Director, oversees the history programs of the National Society. He is responsible for establishing and maintaining a relationship with the History Departments of the several Universities located in the vicinity of National Society Headquarters in order to promote the teaching of Revolutionary War history in the Universities and various school systems. He shall assist State Society Historians engaged in the search for information about Revolutionary War historical sites, war graves and memorabilia in their respective geographical areas.

The Historian General selects the compatriot, whose research and writings have made a significant contribution to the preservation of the history of the American Revolution era and its patriots, to receive the Minnesota Society Stephen Taylor Award.

The Historian General is responsible for the collection, preservation and retention of historical materials deemed within the scope of the objectives of the National Society. He is also responsible for periodically writing an update of the history of the National Society. In addition, when called upon to do so, he shall provide assistance to the Museum Committee.

The Historian General is responsible for encouraging compatriots who have served in the military to complete a "Compatriot's Military Service Record" for the Archives of Honor located in the SAR Library. This responsibility includes insuring that a compatriot's records are released only to the compatriot himself during his lifetime.

The Historian General shall endeavor to obtain the SAR badges of prominent members of the Sons of the American Revolution following their death for display on a "Wall of Badges" at the Society's Headquarters.

The Historian General shall report his activities to the Executive Committee and the Board of Trustees at the Spring and Fall Leadership Meetings of the National Society as well as to the Executive Committee, delegates and members at-large at the Annual Congress. A copy of these reports shall be available to any member upon written request to the Executive Director. A copy shall be placed in the archives of the Society for future reference.

Bylaw No. 12. Librarian General

The Librarian General shall be the custodian of the books, manuscripts, maps, microfilm, pamphlets, magazines and all other such printed material in the National Society's Library. He may solicit donations, gifts, property exchanges and may purchase additions for the Library collection provided prior approval is obtained from the Executive Committee. He is authorized to reject materials deemed unsuited for the National Society's Library and is authorized to sell books which are deemed unsuited for the Library.

The Librarian General shall make a report about Library matters to the Executive Committee and the Board of Trustees at the Spring and Fall meetings of the Society as well as to the Executive Committee and delegates and members at-large at the Annual Congress.

A copy of the Librarian General's report shall be made available to any member of the Society upon written request to the Executive Director. A copy of the reports shall be placed in the archives of the Society for future reference.

Bylaw No. 13. Surgeon General

The Surgeon General shall advise the Executive Committee and the Board of Trustees of any health matter(s) which may be of concern to the National Society's membership. In addition, he may with the approval of the Executive Committee and the Board of Trustees make available and conduct special health screenings for members at the Spring and Fall meetings of the Board of Trustees and/or at the Annual Congress.

The Surgeon General shall report on health matters or concerns to the Executive Committee and the Board of Trustees at the Spring and Fall meetings of the Society as well as the Executive Committee, delegates and members at-large at the Annual Congress.

A copy of the Surgeon General's report shall be made available to any member of the Society upon written request to the Executive Director. A copy of the reports shall be placed in the archives of the Society for future reference.

The Surgeon General shall be a licensed physician of Medicine or Osteopathy.

Bylaw No. 14. Chaplain General

The Chaplain General shall be a regularly ordained minister, and shall open and close meetings of the National Society with such services as are usual and proper on such occasions. The annual Memorial Service shall be planned in consultation with the Chaplain General.

Bylaw No. 15. Professional Staff

Section 1. Executive Director

The Executive Director, an employee of the Society, shall be employed by the President General with the approval of the Executive Committee. The terms of employment shall include a provision that the Executive Committee may, at any time, upon thirty (30) days advance written notice by certified mail terminate such employment, with or without cause. The Executive Committee may, in its discretion, amend the terms of employment at any time.

Section 2. The Executive Director shall:

- (a) take charge of, maintain, operate and serve as custodian and manager of all Headquarters properties, both real and personal, and all equipment, furnishings, books of account and records of the Society;
- (b) employ the necessary authorized staff for the Society and discharge same at his discretion after consultation with the President General. The payroll for the staff

shall be included in the annual budget. The Executive Director shall make recommendations for the salaries of the staff to the President General and the Executive Committee. The Executive Committee shall approve all salaries; provided, however, that the individual salaries of the staff shall not be published;

- (c) perform all administrative acts for the General Officers of the Society and such other functions, consistent with the Constitution and Bylaws, which may be delegated to him by the President General, the Executive Committee, the Board of Trustees, or by an Annual Congress;
- (d) initiate, approve, and place orders for equipment and supplies for the Society, in such manner as the Executive Committee may direct.
- (e) produce for review by the President General all records which are requested by the President General.

Bylaw No. 16. Board of Trustees

Section 1. The Board of Trustees shall be composed of the following:

- (a) One (1) member from each of the State Societies who is nominated by his State Society and then elected by the delegates and delegates at-large at the Annual Congress for a term of one year;
- (b) Any General Officer who was just elected at the Annual Congress may be nominated at that Congress as a Trustee and may be elected to the Board of Trustees at that Annual Congress for a term of one year;
- (c) All living Former Presidents General, who are nominated by a State Society or nominated at the Congress, may be elected by the delegates to the Annual Congress as a Trustee for a term of one year;
- (d) Any member of the Executive Committee, who is not included in a, b or c above, and who has been approved by the Board of Trustees, may be nominated as a Trustee and may be elected as a Trustee by the delegates at the Annual Congress to the Board of Trustees for a term of one year.

Section 2. The names of the nominees for Trustee and Alternate Trustee to represent each of the State Societies shall be communicated to the Secretary General at least thirty (30) days prior to the Annual Congress. The President of the State Society shall be considered the nominee for the Office of Trustee to represent his State Society if the society timely fails to notify the Secretary General of a nominee. The State Society's Alternate Trustee shall function as Trustee if the elected Trustee cannot fulfill the duties of this Office. The nominees for the Board of Trustees pursuant to the above subsections shall be elected to the Board of Trustees by an affirmative vote of a majority of the delegates and delegates at-large at the Annual Congress.

Section 3. The Board of Trustees shall be the legal custodian of all National Society property, both real and personal. It shall manage the business and the affairs of the Society, and perform such other duties as may be assigned to it at any meeting of the National Society; with the

proviso that the Board of Trustees shall not have the power to sell, convey or encumber any real estate which belongs to the National Society, nor shall it incur any liability other than for ordinary current expenses of the Society, unless so ordered by an Annual Congress or by an affirmative vote of three-fourths of the members of the Board of Trustees present and voting.

Section 4. The Board of Trustees shall have the power to admit or reorganize as a State Society any association of fifteen (15) compatriots residing within such State.

Such State Societies so admitted, organized, or reorganized, shall continue to exist until such time as such State Society charters are revoked, altered, or amended by the Board of Trustees. Any such action is subject to appeal at the next Annual Congress.

Section 5. The Board of Trustees may authorize the Executive Committee to perform such duties of the Board it may deem necessary between meetings of the Board of Trustees. However, the Executive Committee may not assume any of the obligations or responsibilities set forth in Section 3 of this Bylaw.

Section 6. The President General may call meetings of the Board of Trustees at any time he may deem necessary. He shall call meetings of the Board of Trustees when requested to do so upon the written request of any eleven (11) members of the Board of Trustees. Not less than ten (10) days-notice of the time, location and purpose shall be given when such a meeting is called. Special meetings may be conducted, and votes may be taken and recorded, via teleconference or other electronic means that permits contemporaneous discussion.

Section 7. The Board of Trustees shall be authorized to consider and act upon the adoption or changing the location of an Annual Congress by the use of a ballot in lieu of a meeting. The Secretary General shall be contacted to carry out this ballot/solicitation in accordance with his duties set forth in Bylaw 6 of these Bylaws.

Section 8. A quorum of Trustees at the Spring and Fall National Society meetings, special meetings and Trustee meetings at the Annual Congress shall consist of twenty (20) members of the Board of Trustees except as otherwise provided in these Bylaws.

Bylaw No. 17. Meetings by Alternative Means

The Officers, Board of Trustees, and all Committees of the National Society may participate in special meetings, or conduct a meeting through use of any means of communication by which all individuals participating may simultaneously hear each other during the meeting. This provision shall allow for the use of the Internet, a conference telephone, video conference or other communications method so long as all individuals participating in the meeting can communicate with each other at the same time. A participant in a meeting by this means is deemed to be present at the meeting. Voting on all matters shall be permitted, with votes cast by individualized voice vote of the participants or by an electronic vote tabulation means by which the Chairman of the meeting shall be able to confirm the submission of a vote by an individual member. Proxy voting shall not be permitted. This provision shall be interpreted to permit any

electronic means that combines voice and/or video communication with capability of document sharing either in advance of or during the meeting.

Bylaw No. 18. Executive Committee

Section 1. There shall be an Executive Committee with a total membership of nine (9) Compatriots, to include the following General Officers who shall be *ex-officio* members thereof: The President General, Secretary General, Treasurer General and Chancellor General. At the organizational meeting of the Board of Trustees in each year at the Annual Congress, the President General shall appoint the remaining five (5) members of said Committee, subject to the approval of the said Board of Trustees. In case of a vacancy for any cause in the membership of this Committee the President General shall fill said vacancy with the advice and consent of the Executive Committee. The appointment to fill said vacancy shall be confirmed by a majority of the Board of Trustees present and voting at its next meeting.

Section 2.

- (a) The Executive Committee shall act as a Counsel, assisting the President General in his supervision of the business and affairs of the Society. It shall review proposed budgets; develop plans for the Society; confer with Committee Chairmen; receive the report of the Executive Director; review the reports of the Officers charged with joint control over the assets of the Society as authorized in the Bylaws.
- (b) In addition the Committee shall perform such duties as may be committed to it by an Annual Congress of the Society, or by the Trustees. It shall promote membership and assist in organizing chapters. For this purpose it may incur necessary expenses, limited to the sums available for that purpose, as determined by the Executive Committee and in consultation with each of the State Society Presidents and/or the membership thereof, if feasible, requesting the promotion of membership and the organization of chapters.

Section 3. In case of death, disability or failure to serve of any Officer of the National Society, the President General shall have the power to appoint an acting successor to fill the unexpired term of Office with the advice and consent of the Executive Committee. Said appointment shall be subject to confirmation by a majority of the Board of Trustees present and voting at its next meeting. Said appointee shall have the status of a duly elected officer and shall be vested with all rights, privileges and duties of an elected Office.

In the event of the death, disability or failure to serve of the President General, the Secretary General shall be installed as Acting President General and shall serve until the next meeting of the Board of Trustees at which meeting the automatic appointment of the acting President General, as provided for herein, shall be subject to confirmation by a majority of the Board of Trustees present and voting.

Section 4. The President General may call a meeting of the Executive Committee at any time, and shall call such a meeting upon written request of five members thereof. Such meeting may

be for a specific time and place or for an electronic conference for a specific time. At least five (5) days written notice sent to the email address at which the member has agreed to receive notice, shall be given of all meetings of such committee; *provided, however*, that in cases of emergency a written waiver, signed by the person entitled to notice, or a waiver by electronic transmission by the person entitled to notice shall be deemed equivalent to notice.

Bylaw No. 19. Standing Committees

Section 1. The President General shall appoint the following Standing Committees: Budget, Ethics, Finance, Genealogy, Handbook, Independent Audit, Investment, Museum Board and Strategic Planning. The duties of these committees shall be such as usually pertain to committees of that nature, except as provided by the following:

- (a) *Budget Committee.* The Budget Committee prepares the current budget and submits tentative budgets for several years in advance. The Budget Committee reports to the Finance Committee, the Executive Committee and the President General through the Treasurer General.
 - (1) *Membership.* The Budget Committee shall consist of five (5) members: the Treasurer General, a Committee Chairman and three (3) members. The responsibilities of the members of this committee require that they have knowledge and expertise in one of the following fields: accounting, auditing, banking, budgeting, finance, financial investment, financial planning, taxation, or other related financial discipline or profession, business, consulting or academia.
 - (2) *Chairman.* The President General shall appoint a chairman, who shall serve for one (1) year. The Treasurer General shall be ineligible to serve as Chairman. The President General may appoint one or more members of the committee to serve as a vice-chairman.
 - (3) *Term of Service.* The chairman shall be appointed annually. The Treasurer General shall be a member of the committee for the length of his term as Treasurer General. The President General shall appoint one (1) member each year for a three (3) year term.
 - (4) *Duties.* The Committee shall (i) prepare an annual budget for each fiscal year, (ii) submit each budget to the President General, Treasurer General, Finance Committee and Executive Committee for review and approval prior to submission by the Treasurer General to the Board of Trustees for its approval. Such budget shall be for the fiscal year immediately following approval by the Board of Trustees, and (iii) shall review the monthly operation statements during each fiscal year and advise the President General, Treasurer General, Executive Director, Executive Committee and Board of Trustees on pertinent budget matters as appropriate.
- (b) *Ethics Committee.* The Ethics Committee shall have the responsibility and authority to investigate and conduct hearings on the improper acts of a Compatriot as set forth in

Bylaw No. 33.

- (1) *Membership.* The Ethics Committee shall consist of seven (7) members: three (3) Former Presidents General and four (4) members. The members of this Committee shall not participate in political campaigns at the National Society level. Two (2) additional individuals may be appointed to the Committee as Investigators. Investigators will prepare and present any necessary charges for hearing by the Ethics Committee, but will not be entitled to vote.
 - (2) *Chairman.* The President General shall appoint a former President General who serves on the Ethics Committee as chairman for a one (1) year term. The President General may appoint one or more members of the committee to serve as a vice-chairman.
 - (3) *Term of Service.* The chairman shall be appointed annually. The President General shall appoint one former President General each year for a three (3) year term. The President General shall appoint two members each year for a (2) year term. The President General shall appoint one Investigator each year for a two (2) year term.
 - (4) *Hearings before the Committee.* Hearings conducted by the Committee pursuant to Bylaw No. 33 shall be conducted before not less than five (5) voting members of the Committee. The President General shall have the authority to designate temporary members of the Committee if the nature of the charges results in the recusal of two or more members of the Ethics Committee.
- (c) *Finance Committee.* The Finance Committee is the oversight committee of the Society in which all fiscal and accounting procedures and operations are reviewed and monitored. It is authorized to request any necessary or desired fiscal records in order to carry out committee duties.
- (1) *Membership.* The Finance Committee shall consist of nine (9) members, including: the Treasurer General and eight (8) members. The responsibilities of the members of this committee require that they have knowledge and expertise in one of the following fields: accounting, auditing, banking, budgeting, finance, financial investment, financial planning, taxation, or other related financial discipline or profession, business, consulting or academia.
 - (2) *Chairman.* The President General shall appoint one of the members serving on the Finance Committee as chairman for a one (1) year term. The Treasurer General shall be ineligible to serve as Chairman. The President General may appoint one or more members of the committee to serve as a vice-chairman.
 - (3) *Term of Service.* The chairman shall be appointed annually. The Treasurer General shall be a member of the committee for the length of his term as Treasurer General. The President General shall appoint two (2) members each year for a four (4) year term.

- (4) *Duties.* The Finance Committee shall (i) review all Society financial statements and relations with banks and other financial institutions; (ii) review proposed changes in investment policy; (iii) review the merchandise operations; (iv) review the fiscal operations of the Executive Director; and (v) report directly to the Executive Committee on any fiscal matter they believe is of importance to the Society.
- (d) *Genealogy Committee.* The Genealogy Committee reviews genealogical procedures and establishes SAR policies to insure that there is reasonable evidence that applicants are eligible for membership. The Committee recommends research methods for finding proof of Revolutionary services for ancestors and for the lineage from applicants to Revolutionary ancestors. The Committee also serves as a resource on genealogical sources and procedures.
- (1) *Membership.* The Genealogy Committee shall consist of a minimum of twenty-one (21) members, including the Genealogist General. The responsibilities of the members of this committee require that they have knowledge and expertise in genealogy and services in the cause of American independence.
- (2) *Chairman.* The President General shall appoint one member of the Committee as chairman. The President General may appoint one or more members of the committee to serve as a vice-chairman. The Genealogist General shall not serve as the chairman.
- (3) *Term of Service.* The chairman shall be appointed annually. The Genealogist General shall be a member of the committee for the length of his term as Genealogist General. Other members shall be appointed by the President General annually.
- (4) *Duties.* The Committee stays abreast of developments in the field of genealogy and monitors procedures and policies used in the review and approval of SAR applications for membership. It establishes policies to insure that there is reasonable evidence that applicants are eligible for membership and ensures that those policies are available to the staff and members. The Committee develops guidance to aid applicants in proving Revolutionary service for an ancestors and lineage from an applicant to a Revolutionary ancestor. It also serves as a resource on genealogical sources and procedures.
- (e) *Handbook Committee.* The Handbook Committee (i) reviews, revises and compiles the official SAR Handbook in accordance with policies approved by the Executive Committee for implementation and (ii) maintains and publishes the latest rules on SAR protocol as well as advises on issues relating to protocol.
- (1) *Membership.* The Handbook Committee shall consist of three (3) members.
- (2) *Chairman.* The President General shall appoint one of the members serving on the Handbook Committee as chairman for a one (1) year term. The President General

- may appoint one or more members of the committee to serve as a vice-chairman.
- (3) *Term of Service.* The chairman shall be appointed annually. The President General shall appoint one (1) member each year for a three (3) year term.
 - (4) *Duties.* The duty of this Committee is to edit, organize, and submit for approval by the Executive Committee the SAR Handbook; to suggest changes, alterations or additions to the Handbook and to keep abreast of any changes in this Handbook that may be made by the National Trustees, the SAR Congress, or the Executive Committee. The Handbook contains the official policies and provides official guidance for the programs and activities of the National Society.
- (f) *Independent Audit Committee.* The Independent Auditing Committee is the oversight committee of the Society in which all financial and accounting activities are subject to audit, review and monitoring. The Independent Audit Committee shall perform such duties or projects relating to the accounting and financial functions of the Society as may be specifically assigned by the President General, or it may propose such projects as it deems appropriate or necessary. The Committee shall be authorized to secure such reports, correspondence or other information that it deems necessary to fulfill its responsibilities.
- (1) *Composition.* The Independent Audit Committee shall consist of five (5) members, including: a committee chairman and four (4) members. The responsibilities of the members of this committee require that they have knowledge and expertise in one of the following fields: accounting, auditing, banking, budgeting, finance, financial investment, financial planning, taxation, or other related financial discipline or profession, business, consulting or academia.
 - (2) *Chairman.* The President General shall appoint one of the members serving on the Independent Audit Committee as chairman for a one (1) year term. The President General may appoint one or more members of the committee to serve as a vice-chairman.
 - (3) *Term of Service.* The chairman shall be appointed annually. The President General shall appoint two (2) members each year for a two (2) year term.
 - (4) *Additional Limitations.* A member of the Independent Audit Committee may serve on the Executive Committee; provided however, that he shall not serve as a General Officer, as defined in these Bylaws, or as a member of the Budget, Finance or any other National Society committee, which is charged with the management of the funds of the National Society.
 - (5) *Duties.* The Independent Audit Committee shall: (i) recommend, subject to ratification by the Board of Trustees at its Fall Meeting, an outside independent auditing firm composed of Certified Public Accountants which will conduct the annual audit of the National Society and shall review the findings of this audit, (ii)

- provide and present the results of the annual audit and, where appropriate, make recommendations for the approval of the Board of Trustees, and (iii) conduct specified quarterly meetings to review and evaluate the unaudited financial statements and position of the National Society and report the committee's findings to the President General and the Executive Committee.
- (6) *Meeting Schedule.* The committee shall meet in person for the Leadership, Trustee and Annual Congress meetings and may meet at other times either in person or by alternative means as provided in the Bylaws. The committee's annual meeting shall be held at the Spring Leadership Meeting. The schedule for committee meetings and reports shall be:
- (i) Quarterly (nominally April, July and October) on the close of NSSAR's books;
 - (ii) Annually (nominally February) on the close of NSSAR's books. The committee shall also meet with the outside Independent Certified Public Accounting firm;
 - (iii) Spring Leadership/Trustees' Meeting, to (a) present the prior year's interim/final report and (b) seek approval of current year's plan, audit and budget;
 - (iv) Annual Congress Meeting, to (a) present the prior year's final report, (b) present the current year's interim report, and (c) present any special audit issues for the members/delegates;
 - (v) Fall Leadership/Trustees' Meeting, to (a) present the current year's interim report, (b) present preliminary plans, audit and budget for coming year, commencing January 1st, and (c) present its recommendation for independent auditing firm.
- (g) *Investment Committee.* The Investment Committee is responsible for formulating the Investment Policy Statement of the NSSAR and for establishing investment guidelines in furtherance of that statement. The Investment Committee monitors the management of the portfolio for compliance with the investment policies and guidelines and for meeting performance objectives over time. The members of the Investment Committee are fiduciaries of the investment portfolio with respect to all responsibilities allocated to them. The members will discharge their duties solely on behalf of the NSSAR's mission. The Investment Committee is accountable to the Trustees of the NSSAR, the NSSAR Executive Committee and the SAR Foundation Board of Directors, for overseeing the investment of all assets owned by, or held in trust for, the NSSAR's investment portfolio.
- (1) *Membership.* The Investment Committee shall consist of one (1) chairman and six (6) members. The responsibilities of the members of this committee require that they have knowledge and investment-related experience in one of the following fields: accounting, auditing, banking, budgeting, finance, financial investment, financial planning, taxation, or other related financial discipline or profession, business, consulting or academia. The Treasurer General is an *ex officio* member of the Committee, with no vote.

- (2) *Chairman.* The President General shall appoint a chairman. The Compatriot appointed as chairman shall be either a current member of the Investment Committee or an individual who has previously served as a member of the Investment Committee. The President General may appoint one or more members of the committee to serve as a vice-chairman.
 - (3) *Term of Service.* The chairman shall serve a three (3) year term subject to annual review by the Executive Committee. The President General shall initially appoint six (6) members with two appointees each having terms of one (1), two (2) and three (3) years respectively. Thereafter, the President General shall appoint two (2) members each year for a three (3) year term.
 - (4) *Meetings.* The Investment Committee shall meet in person three times a year in connection with meetings of the Board of Trustees and at other times either in person or by alternative means as provided in the Bylaws. The Investment Committee may meet more frequently as circumstances require and such meetings may be in person or conducted through the use of electronic meeting packages or conference telephone so that each member participating in the meeting can communicate with all other members concurrently. The Investment Committee shall keep minutes of all the meetings and provide reports to the Board of Trustees at least three times per year. A quorum for the transaction of business at any meeting of the Investment Committee shall consist of a majority of the Investment Committee members.
 - (5) *Investment Policy Statement.* The Investment Committee shall (1) prepare an Investment Policy Statement; (2) review the Investment Policy Statement periodically, but not less than annually; (3) ensure compliance with the Investment Policy Statement by NSSAR and retained financial professionals; and (4) recommend any changes to the Investment Policy Statement consistent with the provisions of Bylaw No. 24.
 - (6) *Losses and Limitations; Compensation.* The members of the Investment Committee, the Executive Committee, the President General, and the Treasurer General shall act in good faith in the performance of their respective duties under this section. The President General, the Treasurer General and the members of the Investment Committee and the Executive Committee shall not be personally liable for monetary losses arising from errors in judgment. All Investment Committee members shall serve without compensation and are prohibited from receiving any commission, monetary consideration or profit from any transactions.
- (h) *Museum Board.* The purpose of the Museum Board shall be to collect, preserve, conserve, manage, interpret and exhibit articles of the historical period of the American Revolution (1763-1801). In accomplishing this purpose, the National Society's Headquarters shall function as the primary resource to both the Society's membership and the general public for education on the American Revolution primarily through storied standing and temporary exhibitions.

- (1) *Membership.* The Museum Board shall consist of twelve (12) members. Appointments to the Museum Board should be made from a list of eight or more SAR members submitted to the President General by the Museum Board. The Historian General, Librarian General and Curator will be *ex officio* members of the Board.
 - (2) *Chairman.* The President General shall appoint one of the members serving on the Museum Board as chairman for a one (1) year term. The President General may appoint one or more members of the Museum Board to serve as a vice-chairman.
 - (3) *Term of Service.* The chairman shall be appointed annually. The President General shall appoint four (4) members each year for a three (3) year term.
 - (4) *Policy.* It shall be the policy of the Museum Board to accept significant articles for the National Society that are from, or directly related to, the historical period 1763 to the year 1801. The Board may accept any article offered to the National Society, as noted above, if the prospective donor is first notified that the article(s) are to be donated without condition (i.e. may be kept by the National Society or disposed of at the sole discretion of the Board of Trustees).
 - (5) *Governance.* In implementing its purpose, the Museum Board will establish written policies for its operation and functioning that meet the approval of the Board of Trustees.
- (i) *Strategic Planning.* The Strategic Planning Committee is responsible for reviewing programs, evaluating needs and making recommendations to the Executive Committee, Trustees, and Congress on its findings in the form of the NSSAR Strategic Plan, a multiyear roadmap of specific milestones and measurable goals.
 - (1) *Membership.* The Strategic Planning Committee shall consist of one (1) chairman and twelve (12) members. The responsibilities of the members of this committee require that they have knowledge and expertise in one of the following areas: construction or facilities management, information technology, legal, library, archive or museum management, membership, public relations, accounting or finance, organizational management, business or academia. The Secretary General is an *ex officio* member of the committee, with no vote.
 - (2) *Chairman.* The President General shall appoint a chairman. The individual appointed as chairman shall be either a current member of the Strategic Planning Committee or an individual who has completed at least one term as a member of the Strategic Planning Committee. The President General may appoint one or more members of the committee to serve as a vice-chairman.
 - (3) *Term of Service.* The chairman shall serve a three (3) year term subject to annual review by the Executive Committee. The President General shall appoint three (3) members each year for a four (4) year term.

- (4) *Duties.* The Committee shall (i) prepare a one-year, five-year and ten-year plan, (ii) submit the plan to the President General and Executive Committee for review and approval prior to submission of the strategic plan by the Secretary General to the Board of Trustees for its final approval, and (iii) shall review the strategic plan during each fiscal year and advise the President General, Executive Director, Executive Committee and Board of Trustees of its comments as appropriate.

Section 2. Vacancies on Standing Committees. A vacancy in a Standing Committee shall occur upon the death, resignation, disability or removal of any chairman or member.

- (a) *Disability.* In the case of disability, the Executive Committee shall have power to determine the existence of a committee member's disability by a two-thirds vote.
- (b) *Removal.* A chairman or member may be removed from a Standing Committee by the Executive Committee by a two-thirds majority vote if (i) that individual's committee attendance record, contributions to the deliberations, financial expertise (in case of the Budget, Finance, Independent Audit and Investment Committees) or conduct is considered inadequate or (ii) the Ethics Committee determines committee removal is an appropriate sanction for an ethics violation. The members of a Standing Committee may recommend to the Executive Committee the removal of a chairman or member of a Standing Committee by a three-fourths majority vote. The Executive Committee must approve the recommendation for it to take effect.
- (c) The President General will fill any vacancy in a Standing Committee within ninety (90) days from a list of two or more individual submitted to the President General by the respective Standing Committee.

Section 3. Reappointment. The chairmen and any retiring members of a Standing Committee are eligible for reappointment at the discretion of the President General; provided, however, no member of the Independent Audit Committee shall serve more than three (3) consecutive terms. A retiring chairman or member shall serve, and be competent to act, until his successor shall have been duly appointed and approved by the Executive Committee.

Section 4. Approval by Executive Committee. The appointment or reappointment of chairmen and members to any Standing Committee, including any vacancy appointment, shall be subject to the approval of the Executive Committee by a two-thirds majority vote.

Bylaw No. 20. Nominating Committee and Nomination Procedure

Section 1. Nominating Committee. The Nominating Committee interviews and considers candidates for National Society General Officers and the SAR Foundation Board.

- (a) *Membership.* Eligibility to be seated on the committee is determined as of the Spring Leadership/Trustees' Meeting. The membership of the Nominating Committee, as of that date, shall consist of:

- (i) Five (5) most immediate, living former Presidents General who are able and willing to serve;
 - (ii) Four (4) State Society Presidents, as selected by the Council of State Presidents pursuant to its Bylaws; *provided that*, the State Society Presidents chosen shall not be a president of the state society in which the former Presidents General identified in (a)(i) resided during their respective terms of office; and
 - (iii) Two (2) National Trustees, to be appointed by the President General; *provided that*, the National Trustees chosen shall not be a trustee for a state society represented in (a)(i) or (a)(ii).
- (b) *Chairman.* The most recent, living former President General shall chair the committee.
- (c) *Term of Service.* The Nominating Committee is newly formed each year.
- (d) *Vacancies.* Subject to the membership and eligibility provisions of subsection (a), any vacancy, whether due to absence, ineligibility, or otherwise, shall be filled in the following manner:
- (i) if the vacancy is among the former Presidents General, the next most immediate living former President General until there are a total of five former Presidents General able and willing to serve.
 - (ii) if among the State Society Presidents, by an alternate(s) selected by the Council of State Presidents pursuant to its Bylaws until there are a total of four State Society Presidents able, willing, and eligible to serve.
 - (iii) if among the National Trustees, by an alternate(s) appointed by the President General until there are a total of two National Trustees able, willing, and eligible to serve.
- (e) *Publication.* The members and alternates of the Nominating Committee shall be announced at the Fall Board of Trustees' Meeting and be published in the Fall issue of the *SAR Magazine*.

Section 2. Nomination Procedure.

- (a) *Announcement of Candidacy for General Office.* Neither a Compatriot who seeks a National Society office, nor may any other person or entity circulating his resume on his behalf and commence seeking endorsements less than 10 days after the conclusion of the immediately preceding Congress. A Compatriot who seeks National Society Office shall advise the Chairman of the National Society's Nominating Committee not later than December 31 of his intent to serve if elected. A Compatriot who fails to notify the Nominating Committee Chairman by the aforementioned date will not be considered a

candidate for National Society office by the Nominating Committee.

- (b) *Candidates' Forum.* The Chairman of the Nominating Committee may schedule a Candidates' Forum for the Thursday evening prior to the Fall Leadership/Trustees' Meeting.
- (c) *Endorsements.* Individual Compatriots, State Societies, Chapters and Districts may endorse candidates for General Office. Endorsements may be mailed by postal or electronic means to the Chairman; provided that such endorsements are postmarked (or e-mailed) no later than February 1. The Nominating Committee will not consider endorsements sent (e-mailed or postmarked) after February 1.
- (d) *Nominating Committee Meeting.* The Chairman shall conduct a meeting of the Committee at the site of and on the day preceding the Spring Board of Trustees' Meeting. The Committee shall consider all supporting data submitted with the names of suggested nominees. At its discretion, the Nominating Committee may invite any interested Compatriot to appear personally if he has made such a request of the Chairman in advance of the meeting day. Candidates for office may be requested to appear before the Nominating Committee by its Chairman. At the conclusion of deliberations, written and oral presentations having been considered, the Committee shall vote to choose one nominee for each office. If one of three (3) or more names suggested for any office does not receive a majority, the name with the lesser vote shall be stricken for each subsequent ballot until one shall have received the necessary majority. In the event of a tie between two or more suggested nominees for any office, all names shall be listed as nominees.
- (e) *Nominating Committee Reports.* The Committee, through its Chairman, shall submit a report of all nominees to the Spring Leadership/Trustees' Meeting. Subsequently, the Secretary General shall report the names, and any other pertinent information, of all nominees to the President of each State Society on or before March 15. If no names of suggested nominees were received for one or more of the offices to be filled, that fact shall be reported by the Committee, which shall not endeavor to fill such void. The Committee Chairman, or a Committee member designated by him, shall present the Committee's report of all nominees at the time set aside for the nomination of National Society officers at the Annual Congress. It shall be in order for these and other nominations to be made by any qualified Delegate after the Committee report has been received. In instances where there are two (2) or more nominations made and seconded for the same office, a ballot shall be prepared for the Delegates.

Bylaw No. 21. Special Advisory and Program Committees

Section 1. The following Special Advisory Committees are authorized to provide advice to the President General and General Officers: Council of Presidents General, Council of Vice Presidents General, Council of State Presidents, Facilities and Legal Advisory.

- (a) *Council of Presidents General.* The Council of Presidents General is responsible for providing advice and counsel to the President General on NSSAR matters.

- (1) *Membership.* The Council shall consist of all living Former Presidents General.
 - (2) *Chairman.* The senior, living former President General who is willing to serve shall chair the council. The Council may select one or more former Presidents General to serve as a vice-chairman.
- (b) *Council of Vice Presidents General.* The Council of Vice Presidents General provides
- (i) a platform from which to advise the President General and Executive Committee,
 - (ii) a structured means of transmitting information, data and concerns between the National Society and the leadership of the State Societies,
 - (iii) a forum from which practices, programs and issues can be shared between leadership from different Districts, and
 - (iv) orientation, including review of responsibilities, duties and protocol, to incoming Vice Presidents General prior to their installation.
- (1) *Membership.* The Council shall consist of all incumbent Vice Presidents General.
 - (2) *Chairman.* The President General shall appoint a chairman from the members of the council, who shall serve for one (1) year. The President General may appoint one or more members of the committee to serve as a vice-chairman.
- (c) *Council of State Presidents.* The Council is advisory and hosts the annual State and Chapter Presidents seminar that is held during the Spring Leadership/Trustees' Meeting. The main meeting of the Council is held annually at the National Congress. The Council of State Presidents is responsible for selecting four members of the National Nominating Committee from its membership of active State Society Presidents.
- (1) *Membership.* The Council consists of the (1) current state president, (2) immediate past state president, and (3) the expected next President of each State Society (regardless of title used by the state society).
 - (2) *Chairman.* The Chairman is the President of the host society for the previous Congress. The Council shall select its other officers in accordance with its own Bylaws.
- (d) *Facilities Committee.* The Facilities Committee identifies and provides guidance on the maintenance and renovation of existing NSSAR building facilities.
- (1) *Membership.* The Council shall consist of interested members of the National Society appointed by the President General.
 - (2) *Chairman.* The President General shall appoint a chairman who shall serve for one (1) year. The President General may appoint one or more members of the committee to serve as a vice-chairman.

- (e) *Legal Advisory Committee.* The Legal Advisory Committee provides a forum for discussion of legal problems/issues affecting the Society as well as advising the Chancellor General and Bylaws Committee.
- (1) *Membership.* The Legal Advisory Committee shall consist of interested members of the National Society appointed by the President General. Committee members shall be licensed attorneys-at-law in good standing. The Chancellor General shall also be a member of the committee.
- (2) *Chairman.* The President General shall appoint a chairman who shall serve for one (1) year. The President General may appoint one or more members of the committee to serve as a vice-chairman.

Section 2. The President General may appoint such other committees as he may deem necessary and such as may be authorized by the Executive Committee or the Board of Trustees to fulfill the programs of the National Society. The President General shall have the authority to appoint the chairmen, vice-chairmen and members to such committees, who shall serve at the President General's pleasure.

Bylaw No. 22. Fees and Dues

Section 1. The admission fee for membership in the National Society shall be fixed by the Annual Congress, except as otherwise provided below, and the fee must accompany the application. The fee shall be waived if the male applicant has not attained the age of 22, is a member in good standing of the Children of the American Revolution and has been elected a member of a state society of SAR and presents a certificate attesting membership to the Registrar General. It is further provided that a son, grandson, brother, nephew or grandnephew of a member of the SAR, DAR or SR may, before attaining the age of 25, be admitted to the Society upon payment of a fee which shall be fixed by the Annual Congress for his membership certificate; provided that the relative upon whose membership his application is based, or, if deceased, was, at the time of death, a member in good standing and provided further that the application follows the same established lineage of said member.

Section 2. The fee for Family applications shall be fixed by the Annual Congress for the first application and for each additional application provided that each additional application shall be on the same genealogical line or shall be connected by relationships not to exceed two linkages removed from the first applicant's line, proof of which shall be by primary documentation only. Family applications shall be submitted at the same time and on the same Transmittal Form.

Section 3. A fee which shall be fixed by the Annual Congress shall accompany each supplemental claim to establish additional ancestral lines. A fee which shall be fixed by the Annual Congress shall also accompany Family supplemental applications, when more than one member of a family, within no more than two degrees of kinship, shall submit supplemental applications at the same time, based on descent along the same genealogical line from the same supplemental patriot ancestor.

Section 4. The application fee which accompanies an application for membership or supplemental ancestral lines may be retained by the National Society as reimbursement of the cost of reviewing the application.

Section 5. The annual dues for each member, as fixed by the Annual Congress of the National Society, shall be paid to the Treasurer General not later than January 1 of the year for which dues are being paid and must have been paid by the State Society with which the member is affiliated, in order for such State Society to secure representation for each such member in the annual Congress of the National Society. Any change in National Society dues shall take effect on the January 1 following the Congress at which the change was adopted.

In computing the amount of dues to be paid by the State Society for any year, all members of such State Society, as shown by the records of the National Society, shall be counted, whose names have not, prior to January 31 of each year, been certified to the National Society to have been removed from the membership roster of such State Society.

A member may hold membership in more than one State Society provided that National Society dues for any member shall be paid from said member's primary State Society only.

Section 6. A new member shall pay National Society dues for the calendar year in which his application is approved. Each State Society shall determine when the dues of its members are to be collected; provided, however, that the National Society dues accompanying any application received after October 31 shall be credited to the following year.

The annual per capita dues of each member shall be expended for the patriotic, historical and educational purposes for which the Society was chartered, and all funds shall be disbursed as allocated by the Budget and Finance Committee and approved by the Annual Congress. The Board of Trustees may reallocate budget amounts among the various lines of a major category, within the total approved by the Annual Congress.

Section 7. A member who is in arrears for dues shall not be entitled to act as a delegate or as an alternate at any Congress of the National Society nor shall he be eligible to hold an office in the Society or to act upon a committee.

Section 8. Any member who has paid National Society dues for regular membership, and not including any dues for Junior Membership, for fifty years shall be designated an *Emeritus* Member of the Society. A Compatriot, or his State Society on his behalf, may address to the Executive Director a request for *Emeritus* Member status. A Compatriot receiving *Emeritus* Member status shall be exempt from further payment of National Society dues.

Section 9. Any member, whose membership has been terminated for any cause, except terminations under the provision of Bylaw No. 33, Section 7, may be reinstated by any State Society, in which event such State Society shall immediately report such reinstatement to the National Society, and shall at the same time pay to the National Society the annual dues for such member for the then current year, and he shall thereupon be entered on the records of the Registrar General. Reinstatements received in accordance with the provisions hereof after

October 31 shall be credited to the following year.

Bylaw No. 23. Delegates to a Congress

Section 1. The following shall be delegates at the Annual Congress, and at any Special Congress of the Society and entitled to vote therein:

- (a) all General Officers, the Former Presidents General of the National Society, and members of the Executive Committee, who shall be National Delegates;
- (b) the Trustees or Alternate Trustees from each of the several State Societies and the President or Vice-President of each State Society;
- (c) one Delegate at Large from each State Society;
- (d) one Delegate for every fifty members of the State Society and for a fraction of twenty-five or over, such Delegates to be elected or appointed by the State Society in such manner as its Constitution or Bylaws provide.
- (e) No Delegate shall be entitled to cast more than one vote. If entitled to vote under more than one of the foregoing subparagraphs, he shall elect under which category he casts his vote.

Section 2. State Societies shall be represented at meetings of the National Society by members chosen in either of the following manners:

- (a) By appointment or election by the State Society in such manner as its Constitution and Bylaws provide, subject to the right of qualified State Delegates in attendance at the Congress to elect as additional delegates, members of such State Society present at such Congress, subject to the provisions of section 1(d) of this Bylaw, in such manner as the State Society's Constitution or Bylaws may authorize.
- (b) In the event that any State Society for any reason does not have a delegate attending any meeting of the National Society, such State Society shall be and is hereby authorized and in such manner as such State Society may determine, to select as its proxy at any such meeting, some member of the National Society, a member of a State Society of the same District as the State Society issuing a proxy, hereunder, and such person so chosen as proxy for a State Society hereunder shall be the duly accredited representative of the State Society issuing said proxy with all the rights, powers, and privileges, of a member of said State Society chosen in the manner hereinabove provided in section 1(a) of this Bylaw; provided, however, that no State Society shall have the right to choose in excess of one proxy hereunder, and no person chosen as such proxy shall have the right to cast more than one vote in behalf of the State Society designating him as its proxy on any matter coming before the meeting of the National Society for which he holds a proxy.

Bylaw No. 24. Fund Management

Section 1. Types of Funds.

- (a) Alexander Hamilton Fund. The National Society has created the Alexander Hamilton Fund, a board-designated investment fund. The fund will be invested in accordance with the National Society's Investment Policy Statement and earnings of the fund (defined as income, dividends, and realized and unrealized gains and losses) will be prudently distributed annually to the National Society, based on historical investment returns confirmed by the Investment Advisor and approved by the Board of Trustees. Any part of the principal of such Fund shall be expended only upon the suggestion and consideration of the Executive Committee, approved by a three-fourths ($\frac{3}{4}$) vote of those present and voting at a meeting of the Board of Trustees and ratified by a three-fourths ($\frac{3}{4}$) vote of the delegates present and voting at the Annual Congress to which such recommendation of the Executive Committee and approval of the Board of Trustees shall be reported. Notice that such a proposal is to be presented at an Annual Congress shall be given in the same manner as an amendment to the Bylaws.
- (b) Special Purpose Funds. The National Society has created Special Purpose Funds to segregate monies received for restricted purposes other than the purposes of the Alexander Hamilton Fund or the General Operating Fund of the Society.
 - (1) The principal of each such Fund shall be identified as a "Special Purpose Institutional Fund," and combined with the Alexander Hamilton Fund principal for investment purposes only. The investment income from the Special Purpose Institutional Funds, plus any income earned from other sources or from donations for operating purposes, shall be deemed to be a separate "Special Purpose Operating Fund" for a specified restricted purpose, and accounted for separately, but may be combined with other Special Purpose Operating Funds for temporary investment purposes until disbursed unless otherwise provided by the instrument trust or bequest pursuant to which the special fund was created.
 - (2) Withdrawal of part or all of the principal in a Special Purpose Fund shall be by request of the appropriate committee having authority over the Fund (or the Treasurer General for Special Purpose Funds not under the authority of an appropriate committee, unless otherwise provided), with the concurrence of the President General consistent with the terms of any trust or bequest pursuant to which the Special Purpose Fund was created.
 - (3) Neither the principal nor the income of a Special Purpose Fund can be expended for any purpose other than that for which the Fund is established unless such expenditure is authorized in the same manner as an expenditure of principal of the Alexander Hamilton Fund
 - (4) Withdrawal of part or all of the income in the George Washington Endowment

Fund, the Howard Horne Award Fund and the Buck Meek Award Fund shall be by request of the George Washington Endowment Fund Board, with the concurrence of the President General consistent with the terms of any trust or bequest pursuant to which the special fund was created.

- (5) Notwithstanding the foregoing, no part of the principal of the George Washington Endowment Fund, the Howard Horne Award Fund or the Buck Meek Award Fund shall be expended for any purpose unless such expenditure is (i) requested by the George Washington Endowment Fund Board; (ii) authorized in the same manner as an expenditure of principal of the Alexander Hamilton Fund is authorized under section 1(a) of this Bylaw, as in effect when this amendment becomes effective and (iii) such expenditure shall be ratified by a three-fourths ($\frac{3}{4}$) vote of those present and voting at meetings of the boards of management, or by such name as each may be designated, of at least three-fourths ($\frac{3}{4}$) of the State Societies then in existence as active organizations of the National Society; and provided further that such ratification by each ratifying State Society shall be duly certified in writing to the Secretary General by the President and Secretary of each ratifying State Society within twelve months after the date of the authorization of the expenditure by the delegates present and voting at the Annual Congress; provided further no such expenditure for another purpose shall be contrary to law or the terms of any trust or bequest pursuant to which the fund was created.
- (c) General Operating Fund. The National Society maintains a General Operating Fund, which shall consist of the monies used for the operating expenses of the Society as authorized by the current budget. The temporary investment of these funds is controlled by the Investment Committee.

Section 2. Investment Policy

- (a) Special Purpose and Operating Funds. The General Operating Fund and any Special Purpose Operating Funds shall be invested in interest bearing checking accounts or savings or similar accounts or certificates of deposit in Federally insured banking institutions (up to the Federally insured maximum), or obligations of the U.S. Government or agencies of the U.S. Government whose obligations are guaranteed by the full faith and credit of the U.S. Government, or in mutual funds that invest exclusively in obligations of the U.S. Government or agencies of the U.S. Government.
- (b) Alexander Hamilton Fund and Special Purpose Institutional Funds. The Investment Committee, with the advice and guidance of National Society Staff and outside financial advisors, shall develop and maintain an Investment Policy appropriate for an organization of the type and size of the National Society. Any such Investment Policy, as well as any changes to the Investment Policy, shall be submitted to the Executive Committee, who shall refer the Investment Policy to the Trustees for approval. The Trustees may approve changes to the Investment Policy by a

majority of the Trustees present and voting. The Investment Committee shall consult with outside financial advisors and any proposed changes to the Investment Policy shall be accompanied by a recommendation from the outside financial advisors. This Investment Policy must utilize the "best practices" rule.

- (c) George Washington Endowment Fund, Howard Horne Award Fund and Buck Meek Award Fund. Notwithstanding the foregoing, a minimum of fifty percent (50%) of the principal of the George Washington Endowment Fund, the Howard Horne Award Fund and the Buck Meek Award Fund, shall be invested in obligations of the U.S. Government or agencies of the U.S. Government whose obligations are guaranteed by the full faith and credit of the U.S. Government, or in mutual funds that are invested exclusively in obligations of the U.S. Government or agencies of the U.S. Government. Up to fifty percent (50%) of these funds may be invested in bonds and/or common stocks approved by the Investment Committee under the "best practices" rule for investment policies. Investment income, income from other sources and donations to be added to principal may be invested temporarily in the same manner as Operating Funds.
- (d) Gifts and Bequests. Gifts and bequests of stocks, bonds or mutual funds may be given to, and received by, the Society. All such gifts or bequests shall be deposited in the appropriate portfolio of securities managed by the Investment Committee and shall be exempt from the restrictions of section 2(c) regarding the mix of bonds or other securities in the investment portfolio.

Additionally, if the gift or bequest of stocks, bonds or mutual funds is given to the General Operating Fund, the stock will be deposited in the Alexander Hamilton Fund and the value shall be determined by multiplying the number of shares received by the closing price listed in the WALL STREET JOURNAL newspaper on the date of receipt. This monetary value of the gift or bequest shall be credited to the account of the General Operating Fund and the Alexander Hamilton Fund shall be debited, or reduced, by the same amount once it receives the securities.

Section 3. The Ray Henshaw National Life Membership Fund. There shall be a restricted fund entitled, "The National Life Membership Fund" (hereinafter called "The Fund") generated by payments made by any member accompanied by an application for enrollment which is in accordance with a published schedule of applicable amounts based on the age of the enrolling member and which has been approved by the Executive Committee. The Fund shall be administered by the Investment Committee in accordance with the provisions of section 1(b) and section 2(b) of this Bylaw, subject to the following:

- (a) Within 90 days after the end of each fiscal year an amount from The Fund equal to the total of the National Society dues of the enrolled members as of the end of the fiscal year shall be transferred to the General Operating Fund of the National Society.
- (b) Upon the death of an enrolled member his name shall be removed from The Fund's

rolls and payment of National dues for such deceased member shall cease.

- (c) Upon notification from a State Society that an enrolled member has been dropped from membership his name shall be removed from The Fund's rolls and payment of his National dues to the National Society's General Fund shall be suspended until advice is received from a State Society that the dropped member has been reinstated.
- (d) A list of enrolled members whose deaths have been reported in State Society annual reports shall be prepared after the close of each fiscal year.
- (e) Enrollment in The Fund is available to all members of the Society. All applications for enrollment must come through the State Societies.
- (f) In the event that this Section should be repealed, the payment of National dues of enrolled National Life Members shall continue, as provided herein, until all enrolled members are deceased or have been suspended for ten (10) years, as provided herein. Thereupon, all funds remaining in The Fund shall be transferred to the Alexander Hamilton Fund of the National Society.

Bylaw No. 25. Indemnification

Section 1. The National Society of the Sons of the American Revolution ("Society") may indemnify each person now or hereafter elected or appointed a director, officer, employee or agent of the Society against all expense reasonably incurred or paid by him in connection with the defense or disposition of any written claim, action, suit or proceeding (civil, criminal or other, including appeals) in which he may be involved as a party or otherwise by reason of his having served in any such capacity, or by reason of any action or omission or alleged action or omission (including those antedating the adoption hereof) by him while serving in any such capacity; except for expense incurred or paid by him with respect to:

- (a) any matter as to which he shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct;
- (b) to any matter as to which he shall agree or be ordered by any court of competent jurisdiction to make payment to the Society; or
- (c) which the Society shall be prohibited by law or by order of any court of competent jurisdiction from indemnifying him.

Such indemnification may include payment by the Society of expenses incurred in defending a civil or criminal action or proceeding in advance of the final disposition of such action or proceeding, upon receipt of a bond or other security covering the amount of the advance, so that the Society will be certain to be repaid should the person receiving the advance be adjudicated, or determined by the Society, not to be entitled to indemnification under the provisions hereof.

Section 2. The term "expense" shall include settlements, attorneys' fees, costs, judgments, fines, penalties and other liabilities actually and reasonably incurred.

Section 3. No matter disposed of by settlement, compromise, or the entry of a consent decree, shall, of itself be deemed an adjudication of negligence or misconduct as to the acts or omissions alleged.

Section 4. The right of indemnification herein provided for shall be severable, shall be in addition to any other right which any such person may have or obtain, shall continue as to any such person who has ceased to be such director or officer and shall inure to the benefit of the heirs and personal representatives of any such person. However, nothing in this Section shall be construed to provide for double indemnification for the expenses which are the subject of this Bylaw.

Bylaw No. 26. Seal

The seal of the Society shall be two and three-eighths ($2\frac{3}{8}$) inches in diameter, charged with the figure of a Minuteman grasping a musket in his right hand, surrounded by a constellation of thirteen stars who shall be depicted in the habit of a husbandman of the period of the American Revolution, and as in the act of deserting the plough for the service of his country; the whole encircled by a band three-eighths ($\frac{3}{8}$) of an inch wide, within which shall appear the legend, "The National Society of the Sons of the American Revolution, organized April 30, 1889."

The seal of the Society shall be used upon all documents and large certificates.

Bylaw No. 27. Insignia

The insignia of the Society shall comprise (1) a cross surmounted by an eagle in gold, (2) a rosette.

Section 1. The cross shall be gold in color, with four arms covered with white enamel and eight gold points, same size as a Chevalier's Cross of the Legion of Honor of France, with a gold medallion in the center, bearing on the obverse a bust of Washington in profile, and on the reverse, the figure of a Minuteman, surrounded by a ribbon enameled in blue, with the motto, "Libertas et Patria," on the obverse, and the legend, "Sons of the American Revolution," on the reverse, both in letters of gold. The cross shall be surmounted by an eagle in gold, and the whole decoration suspended from a ring of gold by a ribbon of a blue or deep blue, flanked by buff and white stripes, and may be worn by any member of the Society on ceremonial occasions only, and shall be carried on the left breast or at the collar by active or Past General Officers of the National Society and present or Past National Trustees (the President General shall wear the distinctive badge of his office) or by the President, active or Past, of a State Society and by the President, active or past, of a local Chapter.

The insignia of the National Officer, and of a State President, active or past, may be jeweled by the insertion of a diamond in the space between the talons of the eagle and the upper arm of the Chevalier's Cross.

The President General, during his term of office, and while acting in that capacity on official and ceremonial occasions, shall wear the distinctive badge of his office. It may be carried at the left breast or suspended from the neck ribbon. In formal dress he shall wear a sash of the Society colors, to the left hip. Former Presidents General, in formal dress, may wear a sash of the Society colors, three and one-half (3½) inches in width, extending from the right shoulder to the left hip. Active and past Vice-Presidents General, the Secretary General, the Treasurer General, the Registrar General, Historian General, Chancellor General, Genealogist General, Chaplain General, Librarian General, and Surgeon General, in formal dress, may wear a sash of the Society colors, two and one-half (2½) inches wide, extending from the right shoulder to the left hip.

Section 2. The recognition emblem of the Society is a rosette, seven-sixteenths ($\frac{7}{16}$) inch in diameter, displaying the colors of the Society, blue, white and buff. Every member of the Society is privileged to wear the rosette on all occasions when it would be in good form to do so. On a business suit, the emblem should be worn on the left lapel. In those areas of the world in which suit jackets are not required for normal business or Society meetings, the emblem may be worn on the left shirt pocket or the collar. The emblem should not be worn on formal clothing.

Section 3. The badge of the Society may be purchased by any member in accordance with the following arrangement, to be signed by the purchasing member before delivery of the same:

In purchasing the badge of the Society of the Sons of the American Revolution, I hereby agree that it will be worn or used in accordance with the regulations of the Society; that I will not pledge, part with or transfer the same except with the written authority of the Society. It is further agreed for myself, heirs, executors, administrators, and any and all persons asserting any claims through me, that upon demand of the Society and tender of the purchase price of said badge, or other regalia, the Society of the Sons of the American Revolution, shall be entitled to immediate possession thereof.

Section 4. A five-pointed star, not exceeding one-fourth ($\frac{1}{4}$) of an inch from tip to tip, may be displayed on the ribbon supporting the insignia at ratio of one star for each approved supplemental application.

Section 5. The Society shall design and provide insignia to be known as the Former President General's Badge, in design approved by the Board of Trustees of the Society, and such badge shall be presented in an appropriate ceremony, to each President General as he retires from office.

Bylaw No. 28. Official Standard

The flag of the Society consists of three equal vertical bars, blue, white and buff, the blue bar at the hoist. Upon the center or white bar is the insignia of the Society and the name "The National Society of the Sons of the American Revolution."

Bylaw No. 29. Order of Business of the Annual Congress

Section 1. The Order of Business for the Annual Congress is:

- (1) Calling the Congress to order by the President General
- (2) Opening prayer by the Chaplain General
- (3) Address by the President General
- (4) Report of the Credentials Committee
- (5) Reading of Minutes of last Congress
- (6) Remarks by Past Presidents General who are present
- (7) Reports of Trustees
- (8) Reports of Officers
- (9) Reports of Standing Committees
- (10) Reports of Special Committees
- (11) Old and Unfinished Business
- (12) New Business, including the election of Officers and Trustees
- (13) Adjournment

provided, that the Congress may suspend this order of business by a two-thirds vote.

Section 2. In the event no candidate for a national office receives the majority of votes cast for that office, a runoff election will be held within 24 hours between the two candidates receiving the most votes in the first election.

Bylaw No. 30. Quorum

A quorum of the Congress of the National Society shall consist of twenty-five delegates, holding State credentials. A quorum of the Board of Trustees shall consist of twenty members except as otherwise provided in case of a Trustees' vote conducted by mail; a quorum of a meeting of the Executive Committee shall consist of five members.

Bylaw No. 31. Dissolution

In the event of a dissolution of the Corporation, the Board of Trustees shall, after paying or making provision for payment of all liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations, which are organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization, or organizations, under Section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law, as the Board of Trustees shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Corporation is then located exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Bylaw No. 32. Code of Conduct and Conflict of Interest

Section 1. To preserve integrity and ensure accountability, the NSSAR shall adopt and maintain in force and effect a clearly stated Code of Conduct and Conflict of Interest policy. The Code of Conduct and Conflict of Interest policy shall be developed and continually reviewed for compliance with applicable Federal and State laws and “best practices” by the Legal Advisory Committee with input from the Chancellor General and the Executive Director. The Code of Conduct and Conflict of Interest policy shall be adopted annually by the Executive Committee.

Section 2. Signatories acknowledging receipt of, and compliance with, said Code of Conduct and Conflict of Interest policy shall include, without limitation, all General Officers, Executive Committee members, members of the Board of Trustees, committee members and all full or part-time employees of NSSAR. Execution of said Code of Conduct and Conflict of Interest policy statement shall be required annually.

Bylaw No. 33. Discipline, Procedure and Due Process

Section 1. Charges. A Compatriot may be charged for (1) violating the (a) Code of Business Ethics and Conduct; (b) Conflict of Interest/Code of Organizational Conduct; (c) Whistleblower Policy; (d) Record Retention Policy; (e) Guidelines For NSSAR General Officer Candidates; or (2) for rendering himself unworthy of membership by engaging in felonious conduct or conduct disloyal to the ideals or prejudicial to the interests of the Sons of the American Revolution.

Section 2. Due Process. The provisions regarding Disciplinary Procedures contained in the most recent edition of *Robert's Rules of Order, Newly Revised*, as such may be modified by the procedures set forth in this Bylaw, shall govern the investigation and hearing of any charges brought pursuant to Section 1 of this Bylaw.

Section 3. Reporting Procedure. Compatriots with information regarding conduct of another, which may support the proffering of charges pursuant to Section 1, should provide such information to the President General and the Executive Director. The President General may, at his discretion, refer the matter to the Inspector General or Chief Compliance Officer for review. Once a complaint is received by the President General, or upon conclusion of a review by the Inspector General or Chief Compliance Officer, the President General will forward the complaint to the Chancellor General and the Chairman of the Legal Advisory Committee. The Chancellor General and the Chairman of the Legal Advisory Committee will independently review the information to determine whether the information provided meets the definition of a Charge. If either the Chancellor General or the Chairman of the Legal Advisory Committee determines that the complaint supports the proffering of Charges, the complaint shall be referred to the Ethics Committee for confidential investigation and hearing.

Section 4. The Role of the Ethics Committee. The Investigators assigned to the Ethics Committee shall investigate the complaint and may recommend the proffering of Charges. At the conclusion of any investigation, the Ethics Committee will hold hearings and take testimony with regard to the proffered Charges. The hearing and testimony shall be tape recorded or transcribed by a certified court reporter. Upon conclusion of any hearing, the Ethics Committee

may impose appropriate discipline, including, but not limited to, private or public admonishment; dismissal from general office, a committee chairmanship or a committee; withdrawal of the right to run for a General Officer position at the next National Congress; or expulsion from membership. Nothing in the preceding sentence, or in any other provision of these Bylaws, shall limit the Ethics Committee's ability to impose additional disciplinary action or resolve the matter without the necessity for a formal hearing. The accused Compatriot shall receive due notice and have an opportunity to be heard. The hearing before the Ethics Committee shall be closed, with attendance limited to only the Committee members, the investigator, the accused Compatriot and any witnesses (but only when such witness is testifying). Another Compatriot, who may be an attorney-at-law, may represent the accused Compatriot in his defense.

Section 5. Review by the Executive Committee. Within fourteen (14) days of service by first-class mail or electronic mail of a report from the Ethics Committee imposing discipline on a Compatriot, said Compatriot may request that the Executive Committee review the decision of the Ethics Committee by providing written notice to the Executive Director. Such review will be conducted at a time and place at the discretion of the Executive Committee and will be based upon the written statements provided by the parties and the transcription of the testimony taken by the Ethics Committee; *provided, however*, that the Executive Committee issue its decision on review within 45 days of receiving a complete hearing file from the Ethics Committee. The Executive Committee may accept, reject or modify, in whole or in part, the discipline imposed by the Ethics Committee.

Section 6. Appeal to the Board of Trustees. A Compatriot may appeal to the Board of Trustees by providing written notice to the Executive Director within fourteen (14) days of the service by first-class mail or electronic mail of a report from the Executive Committee imposing or affirming discipline on said Compatriot. Such hearing would be conducted at the next regular meeting of the Board of Trustees and would be presided over by the President General or his designee. The hearing by the Board of Trustees would consist of (1) a review of (a) the written statements of the parties, (b) the investigation report, (c) the transcription of the testimony taken by the Ethics Committee, (d) the reports of the Ethics Committee and Executive Committee and (2) oral arguments presented on behalf of the National Society and the accused Compatriot. The Board of Trustees may accept, reject or modify, in whole or in part, the discipline imposed on a Compatriot by majority vote; *provided, however*, that expulsion from the National Society requires a two-thirds ($\frac{2}{3}$) vote of the members of the Board of Trustees present and voting.

Section 7. Appeal to Annual Congress. Discipline imposed by the Board of Trustees shall be final, *provided, however*, that a Compatriot may appeal his expulsion to the immediately following Annual Congress by providing written notice to the Executive Director within fourteen (14) days of the vote by the Board of Trustees. The hearing before the Annual Congress would be presided over by the President General or his designee. Such appeal before the Annual Congress shall follow the format outlined in Section 6 of this Bylaw. Provided notice is given consistent with the notice provisions for amending these Bylaws, expulsion from the National Society requires the affirmation by a two-thirds vote of the delegates present and voting at the Annual Congress.

Bylaw No. 34. Ladies' Auxiliaries

Section 1. The National Society, and each State Society and Chapter shall be authorized to allow the formation of a related ladies' auxiliary which shall be named "The Ladies' Auxiliary of the (National or the Name of State Society or Chapter) Society (Chapter) of the Sons of the American Revolution." The National Society, and each State Society or Chapter ladies' auxiliary shall have its own charter and bylaws. Membership in a ladies' auxiliary shall be open to women who are related by marriage or blood line to members in good standing of SAR.

Section 2. All costs of operation of a ladies' auxiliary organized in accordance herewith shall be borne by the membership of such ladies' auxiliary.

Section 3. A ladies' auxiliary should provide assistance to the National Society or the State Society or the Chapter to which it is auxiliary to further the patriotic, historical and educational objectives and purposes of the National Society. A ladies' auxiliary may hold meetings in accordance with the schedule of the National Society or the State Society or Chapter to which it is auxiliary.

Bylaw No. 35. Amendments

Section 1. These Bylaws may be altered or amended only by a two-thirds ($\frac{2}{3}$) affirmative vote of the delegates and delegates at-large present and voting at an Annual Congress of the Society; provided such amendment shall have been proposed to the Secretary General by a prior Congress, the Board of Trustees, the Executive Committee, the NSSAR Bylaws Committee or a State Society; and further provided the Secretary General or the Executive Director notifies each of the General Officers, members of the Executive Committee, National Trustees, State Society Presidents and Secretaries of the proposed amendment or alteration by U.S. Postal Service mail or electronic mail at least forty-five (45) days prior to the convening of the Congress at which action is to be taken on the proposed amendment or alteration. The required forty-five (45) day notice period shall be computed from the date of the postmark or date of electronic mail. Official notice to the above named bodies of the National Society may be published in the SAR Magazine, provided the SAR Magazine is placed in the U.S. Postal Service mail no less than forty-five (45) days prior to the date the Congress is convened.

Section 2. Notwithstanding the foregoing, (i) the sentence in Bylaw No. 24, Section 1(a) regarding any use of principal in the Alexander Hamilton Fund, (ii) Bylaw No. 24, Section 1(b)(4); (iii) Bylaw No. 24, Section 1(b)(5), and (iv) Bylaw No 24, Section 2(c), may be amended only at the suggestion of the Executive Committee and by a three-fourths ($\frac{3}{4}$) vote of the National Trustees, ratified by a three-fourths ($\frac{3}{4}$) vote of the delegates and delegates at-large present and voting at an Annual Congress and the approval of three-fourths ($\frac{3}{4}$) of the State Societies. For the avoidance of doubt, any other provision of Bylaw No. 24 may be amended consistent with Section 1 of this Bylaw.