THE NATIONAL SOCIETY
OF THE
SONS OF THE AMERICAN
REVOLUTION

OFFICIAL HANDBOOK

Volume II - Organization and Protocol

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PREFACE

This Handbook is dedicated to our nation's American Revolutionary heroes, whose wisdom and courage established our nation, and also to today's compatriot members of the National Society, Sons of the American Revolution. These loyal compatriots of today carry on the principles of our forebearers, and bring the spirit of patriotism, history and education into the communities in which they live.

The first edition of the NSSAR Handbook was published in 1956 with subsequent editions issued. As our National Society requires dynamic action to meet new challenges, so will our handbook change to reflect our steps to meet them.

This NSSAR Handbook is divided into four Volumes which will easily allow the issue of a revised volume when required without having to reissue the complete Handbook. Volume I is the History, Constitution and Bylaws of the NSSAR and is issued annually after the Congress. Volume II is the Organization of the SAR and Protocol. Volume III is Insignia, Medals and Awards. Volume IV is Recognition for SAR programs. Each Volume will contain a separate index.

These volumes could not have been realized without the assistance of the NSSAR officers, national committee chairmen, many devoted compatriots and the headquarters staff.

The content of this Handbook has been reviewed by the NSSAR Executive Committee and approved as an Official Volume of the National Society, Sons of the American Revolution Handbook.

Richard S. Austin, Chairman ................................................................. Virginia Society
Joseph W. Dooley ................................................................................ Virginia Society
Thomas W. Taylor ............................................................................... Virginia Society
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THE SONS OF THE AMERICAN REVOLUTION

By act of Congress, approved June 9, 1906, the Society was incorporated. The Act empowers the society to adopt a Constitution and Bylaws not inconsistent with the terms of the Act nor with any laws of the United States. The Act is frequently referred to as the Charter of NSSAR. The purposes and objects of NSSAR are defined in the Act of Congress as follows:

"Sec. 2. That the purposes and objects of said corporation are declared to be patriotic, historical, and educational, and shall include those intended or designed 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; 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 to the Constitution of our country and the injunctions of Washington in his farewell address to the American people."

The Constitution of NSSAR in Article II states:

"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."

ORGANIZATION DATES OF STATE SOCIETIES

The membership of the Society is organized in state societies, and in most states there are local chapters. The various state societies were organized as follows:

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<tr>
<th>State</th>
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<tbody>
<tr>
<td>Alabama</td>
<td>Feb. 10, 1889</td>
<td>Idaho</td>
<td>April 8, 1909</td>
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<tr>
<td>Alaska</td>
<td>Oct. 21, 1953</td>
<td>Indiana</td>
<td>Jan. 15, 1890</td>
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<tr>
<td>Arizona</td>
<td>June 13, 1896</td>
<td>Iowa</td>
<td>Sept. 5, 1893</td>
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<td>Arkansas</td>
<td>Feb. 11, 1890</td>
<td>Kansas</td>
<td>March 31, 1892</td>
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<tr>
<td>California</td>
<td>Oct. 22, 1875</td>
<td>Kentucky</td>
<td>April 8, 1889</td>
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<tr>
<td>Colorado</td>
<td>July 4, 1896</td>
<td>Louisiana</td>
<td>May 15, 1890</td>
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<td>Connecticut</td>
<td>April 2, 1889</td>
<td>Maine</td>
<td>March 14, 1891</td>
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<tr>
<td>Delaware</td>
<td>Jan. 29, 1889</td>
<td>Maryland</td>
<td>April 20, 1889</td>
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<tr>
<td>D.C.</td>
<td>July 25, 1890</td>
<td>Massachusetts</td>
<td>April 19, 1889</td>
</tr>
<tr>
<td>Florida</td>
<td>March 14, 1896</td>
<td>Mexico</td>
<td>Feb. 17, 2002</td>
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<tr>
<td>France</td>
<td>Sept. 16, 1897</td>
<td>Michigan</td>
<td>Jan. 18, 1890</td>
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<tr>
<td>Georgia</td>
<td>March 15, 1921</td>
<td>Minnesota</td>
<td>Dec. 26, 1889</td>
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<tr>
<td>Germany</td>
<td>July 2, 2001</td>
<td>Mississippi</td>
<td>May 10, 1909</td>
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<tr>
<td>Hawaii</td>
<td>June 17, 1895</td>
<td>Missouri</td>
<td>April 23, 1889</td>
</tr>
<tr>
<td>Nebraska</td>
<td>April 6, 1890</td>
<td>South Carolina</td>
<td>April 18, 1889</td>
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<tr>
<td>Nevada</td>
<td>Feb. 19, 1910</td>
<td>South Dakota</td>
<td>April 24, 1899</td>
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</tbody>
</table>
New Hampshire .......... April 24, 1889  Switzerland .............................................June 1, 1973
New Jersey ...............March 7, 1889  Tennessee ..................................................Dec. 2, 1889
New Mexico ...............Dec. 5, 1908  Texas ................................................... Dec. 8, 1896
New York..................Feb. 11, 1890  United Kingdom ..................................Feb. 20, 1982
North Carolina .......... March 31, 1911  Utah .................................................Jan. 27, 1895
North Dakota * ..........Feb. 4, 1911  Vermont .................................................April 2, 1889
Ohio .......................April 22, 1889  Virginia .........................................July 7, 1890
Oklahoma ...................Feb. 22, 1905  Washington ........................................June 17, 1895
Oregon .....................June 6, 1891  West Virginia ..................................Feb. 22, 1911
Pennsylvania .............Nov. 23, 1893  Wisconsin .....................................Jan. 14, 1890
Rhode Island .......... Feb. 1, 1890  Wyoming ......................................March 28, 1908

+ CASSAR was founded as an independent society prior to founding of the SAR.
* At the request of the two state societies, North Dakota and South Dakota Societies, have been combined
  into one Dakota Society, effective October 18, 1980.

At the 102nd Annual Congress in Norfolk, VA in June 1992, it was decided that the official two-letter
designation for state names published by the U.S. Postal Service will be used in abbreviations of State Societies.

PRESIDENT GENERAL

The President General is the chief executive officer of the National Society. He is the official spokesman and
representative in its relation to other societies, organizations and the public. He presides at all meetings of the
National Society, the National Board of Trustees, and the Executive Committee. He exercises general supervision
over the activities and welfare of the Society, and he appoints designated chairmen and members to the national
committees.

EXECUTIVE COMMITTEE

The Executive Committee of the National Society, whose duties, authority and responsibilities are specified
in the bylaws, consists of the President General, the Secretary General, the Treasurer General, the Chancellor
General and five additional members who are appointed by the President General at the Annual Congress and
confirmed by the Board of Trustees. It is traditional, though not required, that the incoming President General
appoint his immediate predecessor to the Executive Committee.

NATIONAL COMMITTEES

Much of the work of the Society is done by its committees. Bylaw No. 18 provides for certain standing
committees.

Soon after assuming office, the President General appoints chairmen and members of national committees.
Their terms, with few exceptions, extend to the time of installation of the new President General. Recommendations
for such posts should be sent to National Headquarters before the Annual Congress, and should include
qualifications of the nominee.

Some committees, such as the Executive Committee, certain Standing Committees, and the Council of State
Presidents are established by the bylaws. The President General is empowered to appoint such other committees as
he may deem to be necessary and proper. In recent years the listing of national committees has included the
following:

Americanism  Congress Planning
Budget  Congressional and Government Relations
Bylaws  Council For International Development
C.A.R.  Council of Former Presidents General
Census of Qualified Prospects  Council of Vice-Presidents General
Chaplains  DAR Liaison
Color Guard  Eagle Scout
The annual reports of committee chairmen are distributed in a bound volume to each delegate attending the Annual Congress. A complete listing of the above committee chairmen and members may be found in the Summer Edition of *THE SAR MAGAZINE*.

**VICE PRESIDENTS GENERAL**

Vice Presidents General are established as General Officers of this Society. They are nominated by the state societies within a district and elected by a majority vote of delegates at the Annual Congress of the National Society.

Vice Presidents General should be recognized by each state president within his district and provided every courtesy of a national officer. Protocol establishes the VPG as second in rank to the President General of the National Society in his respective district. The principal duties and responsibilities of VPGs are presented here as a guide to assist them in their performance.

No compatriot should accept the office unless he is willing to assume all the inherent responsibilities and duties. The office requires considerable time, effort, traveling and expense. The interest of the Society must take precedent over the personal aspirations of any member. The prime factor in selection of a nominee should be his SAR experience, knowledge, ability, and previous performance. There is no expense allowance for VPGs.

Vice Presidents General should confine their duties to their district. They should concentrate on state and district concerns. An exception would be if they are concurrently a National Society chairman of a committee and required to coordinate a national program with all of the states.

A Vice President General should:

1. Assist the President General in the affairs of the Society and perform any assigned or delegated task the President General may request.
2. Escort the President General when he makes official visits within the district of the Vice President General.

3. Be knowledgeable of the Constitution and Bylaws of the National Society, the official handbook, national programs, administrative requirements and inner workings of the Society.

4. Attend all scheduled meetings of the National Society to include the Fall and Spring Trustees’ Meetings and the National Congress.

5. Serve as an ex-officio member of the NSSAR Membership Committee.

6. Prepare and submit timely written reports as scheduled by the Executive Director, normally two to three weeks prior to a Trustees’ Meeting and one month prior to a National Congress. This facilitates publication and binding in time for distribution to members in attendance. Copies of reports by the state society presidents to the Vice President General should be included in the report to the National Society.

7. Schedule and conduct a meeting of all state societies within the district at least once annually.

8. Visit each of the state societies within the district at least once annually during the term of office. Attend the annual meeting of each state society.

9. Assist the state societies in any areas of weakness or in response to any request for assistance, but always function within the knowledge and approval of the pertinent state society president.

10. Organize and conduct district or state workshops. He should indoctrinate newly elected state officers to ensure that they fully understand National Society procedures and programs. Suggested topics for discussion may include, but are not limited to, promotion of attendance at the NSSAR Congress and Trustees’ Meetings, protocol and parliamentary procedures, purposes and functions of national committees and programs, establishing speaker bureaus for schools, public functions and holidays, and reporting requirements of the state societies to the Vice President General and the National Society.

11. When informed of any visit by the President General within his district and, if requested, assist the state society president with hosting and other arrangements for the visit. He should insure that protocol procedures are known and that preparations are made, but always in coordination with the state society.

12. On election to office, coordinate with each state society president within the district and arrange to be kept informed of the schedule of activities for the state. This may be accomplished through correspondence, reports of state society secretaries, state and chapter newsletters or by telephone.

13. Obtain copies of the constitution and bylaws and a roster of officers of each state society in the district.

14. Be prepared to promote the programs and activities of the National Society. This should include, but is not limited to, the following:

   - Joseph S. Rumbaugh Historical Patriotic Oration Contest
   - George and Stella Knight Essay Contest
   - Eagle Scout Scholarship Program
   - JROTC Recognition Program
   - C.A.R. Recognition Program
   - Current Membership Activities Program
   - Changes to the Constitution and Bylaws
   - Information from Trustees’ Meetings and Congresses
   - Committee programs that affect state societies and chapters
   - Instructions to state societies and chapters on any SAR matter that is not fully understood.

15. Always inform state societies of a planned visit. A visit to any chapter of a state should always be coordinated with the state president.

16. Be prepared to participate in certain SAR activities and ceremonies to include, but not limited to:

   - Marking graves of Revolutionary War Veterans
   - Submitting articles and photos for publication in THE SAR MAGAZINE
   - Speaking at meetings of the state societies and chapters, the C.A.R., and other functions that would help promote the SAR.

**NATIONAL TRUSTEES**

The Charter of the National Society SAR states that the property and affairs of the Society shall be managed by not less than 40 Trustees who shall be elected annually at such time as fixed by the bylaws, and at least one Trustee shall be elected annually. The Constitution provides that the affairs of the National Society shall be administered by a Board of Trustees consisting of the General Officers, living Former Presidents
A Trustee is expected to assume all duties and responsibilities of the office which requires considerable time and interest. The capabilities of a nominee and his availability to serve should be the prime factors in his election.

Each state society nominates a Trustee; he is elected by the National Society at the Annual Congress. An Alternate Trustee also is nominated and elected in the same procedure. The Alternate Trustee functions in the absence of the Trustee.

A Trustee is junior in rank to national officers, and senior to state officers. There is no expense allowance for Trustees. A National Trustee represents his state society at the national level, but his representation should be with the advice and consent of the state president and the state society. It is normal procedure, but not required, that the immediate Former State President serve as National Trustee, and that the office is frequently rotated.

A Trustee should:

1. Attend all of his state society's functions, including meetings of his state society's Board of Managers, and aid the state president in hosting national officers;
2. Attend district meetings;
3. Attend and represent his state society at all meetings of the Trustees;
4. Encourage his state society to recommend qualified compatriots for national committees. These recommendations should be submitted to the National Executive Director by May 1st, who will transmit them to the newly elected President General;
5. Forward copies of all chapter and state society adopted resolutions to be considered by the next Annual Congress to the National Chairman of the Resolutions Committee;
6. Invite and encourage his state president to attend National Trustees' Meetings so that they may collaborate upon the issues presented. Normally visitors are permitted to speak on an issue, but not to vote;
7. Maintain a close and constant relationship with the Vice President General of his district;
8. Obtain copies of the constitution and bylaws of the chapters within his state;
9. Serve as liaison between state society and the National Society;
10. Submit to the Board of Managers of his state society a detailed report of the business enacted and actions under consideration by the Board of Trustees;
11. Co-operate with the state officers, and especially his state president, in performance of his duties.

ANNUAL CONGRESS

The yearly convention of the National Society is termed the Annual Congress. Since the Trustees are empowered to designate congress sites five or more years in the future, invitations by state societies must be submitted well in advance. A potential host society should recommend a locale in which there is an active chapter or SAR population. There must be adequate hotel facilities and accessibility by air, rail and highway. Further requirements are available from National Headquarters.

DELEGATES TO A CONGRESS

All General Officers, Former Presidents General and members of the Executive Committee are classified as National Delegates. The following are authorized as delegates from state societies: the Trustee of each state society; the President or a Vice President of each state society; one Delegate-at-Large from each state society; one delegate for every fifty members of the state society, and one for a fraction of twenty-five or over, such delegates to be elected or appointed by the state in such manner as its constitution or bylaws provide. Further details concerning delegates are contained in the bylaws.
GUIDELINES FOR NSSAR GENERAL OFFICER CANDIDATES

1. All members of the NSSAR are expected to act as gentlemen.
2. At all times, all candidates and their supporters will conduct themselves in a gentlemanly manner.
3. All candidates and their spokesmen will, at all times, refrain from derogatory remarks about any opposing candidate.
4. In the event of a "floor nomination," it is the full responsibility of the involved candidates to require their supporters and spokesmen to refrain from any criticism of the opposing candidate.
5. If a supporter or spokesman speaks unkindly about the opposition, it will be construed that he speaks directly for the candidate he represents.
6. There will be no campaigning or announcements made by any prospective candidate or his representative until 10 days following the National Congress.
7. A forum for NSSAR General Officer and NSSAR Foundation board positions will be held prior to the day of the Fall Trustees Meeting. The chairman of the Nominating Committee will announce the location and time of this forum. Candidates or their spokesmen will be allotted a time segment of no more than 5 minutes for contested positions and 3 minutes for uncontested positions. A period of time for questions of no more than the specified time for presentations by each candidate or their spokesman will be permitted after each candidate or their spokesman speaks. Candidates may display flyers for distribution on tables in designated areas on Thursday and Friday nights prior to the Fall Trustees Meeting. Flyers will not be distributed on Saturday at the Trustees Meeting.
8. Each candidate will provide to the Chairman of the Nominating Committee a letter of intent to run for office and an affirmation of compliance with the NSSAR standards of conduct during the campaign period that will end at the Spring Trustees Meeting. This letter should be in the hands of the Chairman of the Nominating Committee by the Candidates Forum at the Fall Trustees Meeting or in no case later than December 31st following the Fall Trustees Meeting.
9. Candidate's flyers may be distributed no sooner than 10 days after the National Congress.
10. Each candidate will provide to the chairman of the Nominating Committee by December 31st following the Fall Trustees Meeting, a written and signed declaration that if elected he will serve. Non-receipt of this declaration by the designated deadline will cause the candidate to be dropped from consideration for the position for which he is a candidate.
11. NSSAR letterheads and/or logos will not be used by any candidate on his campaign literature.
12. At each congress, a table will be made available at the request of any candidate for National Office for the display and distribution of his campaign literature.
13. At no time will campaign literature be distributed in any of the meeting rooms at the National Congress.
14. Campaign materials will be distributed only from the candidate's tables at the National Congress which should be staffed at appropriate times.
15. Each candidate seeking National Office must be willing to make a commitment of both time and resources to do the job to the best of his ability. Only one candidate will be the winner in any given election. All losing candidates must accept the certified results of each election in a gentlemanly manner.
16. Any candidate or his supporters shall follow these guidelines in good faith or may be subject to possible complaint and hearing by the NSSAR Ethics Committee in compliance with Bylaw 18, Section 8, of the NSSAR Bylaws or any revision of the Bylaws as approved by the National Congress with respect to the duties and responsibilities of the Ethics Committee.
17. These guidelines will be given to each announced candidate for a National Office or NSSAR Foundation board as soon as his intentions are made known or at the latest by December 31st in the year prior to the National Congress at which the election will be held.
18. Candidates who are not nominated by the NSSAR Nominating Committee, but choose to run "from the floor" at the National Congress are expected to follow these guidelines as well as candidates who are nominated by the Nominating Committee. All candidates for contested positions should abide by these guidelines prior to the election at the National Congress.

INSTALLATION OF THE PRESIDENT GENERAL

The newly elected President General of the National Society is installed at the final evening banquet of the Annual Congress. The impressive installation features the George Washington Ring Ceremony when the
personal seal ring of the Father of Our Country, now the property of the National Society, is placed upon the finger of the incoming President General.

**NATIONAL HEADQUARTERS**

The SAR National Headquarters is in Louisville, Kentucky at 1000 South Fourth Street, 40203, Telephone (502) 589-1776, FAX: 502-589-1671. The building was purchased in 1978 and was formally dedicated to its new use in February 1979, when the National Trustees met in Louisville. It is of steel-reinforced fireproof concrete construction faced on three sides with smooth Indiana Bedford limestone. The two stories and basement contain approximately 14,000 square feet of floor space. Construction of the building was completed in 1954 by the Grand Lodge of Kentucky, F. & A.M., from which organization the NSSAR made the purchase.

**SAR LIBRARY**

The SAR Library is located on the second floor of the Headquarters Building and contains approximately 50,000 genealogical and historical volumes as well as the Society's archives. The collection is classified and shelved according to the Library of Congress Classification. It is necessary to use both the card catalog and "Intelligent" on-line computer catalog to identify library holdings. Admission to and use of the Library are free to compatriots, who are encouraged to visit and utilize these facilities. Hours open are usually 10 A.M. - 4 P.M. Monday through Friday. Library rules do not permit the removal of books from the building but photocopies of pages and microform printouts can be made for a fee. In addition to being of value to genealogical researchers and historians, the Library is vital to the Staff Genealogist, who must confirm the lineage of every new applicant.

The Library's growth depends upon cash gifts as well as donations of family genealogies, American Revolutionary War histories, county and state histories, and other books of genealogical content. Each book donated is given a bookplate with the name of the donor. Members, chapters, and state societies are encouraged to provide memorial funds to purchase memorial books to honor deceased members. There is a small Library Endowment Fund and interest from the fund is used to buy books and microfilm. Special recognition is given for contributions to the Library; Memorial and Centennial Bookplates involve gifts from $5.00 to $25.00. Special plaques recognize the following donations: Memorial - $100.00; Benjamin Franklin Subscribers - $300.00; Library Endowment $500.00; and the Robert Morris Benefactors - $2000.00 or more. Five $100.00 installments can be made to the Library Endowment Fund for recognition on the Library Endowment Plaque.

The Library is open to the public; a nominal charge is made to any non-member of SAR or DAR.

**NATIONAL FEES AND DUES**

The fees and dues will be as prescribed at an Annual Congress.

In computing the amount of dues to be paid by a 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 1st of each year, been certified to the National Society to have been removed from the membership roster of such State Society.

New members annual dues for that calendar year in which their applications are approved by the National Society and is included in the application fee.

**CATEGORIES OF MEMBERSHIP**

For all categories, the requirements for membership are the same and applications may be made on the same form. All applications are submitted through a State Society because membership in a State Society is mandatory. Details are covered in the “Requirements for Membership and for Applications” pamphlet (form 0910) and the “Youth Membership” pamphlet.

**Regular**: A member age 18 or older who pays annual dues. Only regular members may vote and hold
office in the SAR and receive the *SAR Magazine* for free.

**Junior**: A member under age 18 who pays annual dues. He will be jointly enrolled in the CAR (Children of the American Revolution). His CAR dues are paid from part of his SAR dues.

**Memorial**: A male who is a deceased close relative of an SAR member and whose application is based on (most of) the same lineage as that SAR member. There are no dues and a portion of the application fee goes to the Society's Permanent Fund.

**Youth Registrant**: A youth under the age of 18 for whom a fully documented application has been accepted and held in escrow. He is not a member and receives no member benefits but he can become a member (Junior or Regular) before age 29 by activating his escrowed application through a State Society and paying annual dues.

**About The New Youth Categories**
The National Society has removed the age requirement for membership. Now males of any age may apply. The National Society has also established *Youth Registration* - a system that escrows genealogically approved applications of minors in anticipation that they will become members before age 29.

The goal of these programs is to allow and encourage States and Chapters to become more active in advancing America's heritage among youths, i.e., in sponsoring Children of the American Revolution (C.A.R.) chapters or establishing new and innovative youth programs.

**APPLICATION FOR MEMBERSHIP**
Applications for membership must be made on the form authorized by the National Society. The form must be filed in duplicate with the state society, and both copies must bear the signature of the applicant. After acceptance by the state society, it must be signed by both the state registrar and state secretary. The original application (not a carbon copy) must then be sent to National Headquarters for acceptance and registration by the National Society. The admission fee must accompany the application. Each applicant must be sponsored by two members in good standing, whose signatures are clearly legible. The member's National SAR number must also be added to insure identification.

When applications are transmitted to National Headquarters, they must be listed on the standard transmittal form with full information, including the name, address and amount of fee paid. Transmittal forms for this purpose are supplied to state societies without charge by National Headquarters.

A notice of approval is sent to the state society immediately upon acceptance by the Registrar General. In addition, a formal notice of acceptance is sent to the applicant by the National Society. It is signed by the President General and welcomes the new member, inviting him to participate in the activities of the Society. It further advises him that a membership certificate will be issued and presented to him through his state society. Immediately following the registration of an applicant, his name is added to the mailing list so that he may receive *THE SAR MAGAZINE* and other material.

**SUPPLEMENTAL MEMBERSHIP APPLICATIONS**
Members having more than one Revolutionary Ancestor are urged to prepare and file supplemental applications, thereby establishing additional ancestral lines.

Supplemental applications must be submitted in exactly the same way as original applications, but on supplemental application forms.

Documents already on file as proof for original application need not be submitted again for those same generations on the supplemental application.
MEMBERSHIP CERTIFICATE REPLACEMENT

In the event of loss, any member in good standing may purchase a replacement membership certificate from National Headquarters upon prepayment of a nominal fee. Since the signatures of the state president and state secretary must be affixed thereon, a reasonable delay must be anticipated.

TRANSFER OF STATE SOCIETY MEMBERSHIP

A member in good standing may transfer to any other state society, subject to the acceptance of that body. Transfer forms are available from state societies or National Headquarters. After being signed by the secretary of the state society of current affiliation and the secretary of the state society to which transfer is desired, the form is to be sent to National Headquarters for registration.

TRANSFER OF CHAPTER MEMBERSHIP

Chapter transfers within a state society must conform with the state’s established procedure. No notification to the National Society is required.

LIFE MEMBERSHIP

Rather than having to pay annual dues to the National Society, members may purchase a life membership in the National Life Membership Plan.

To participate in the National Life Membership Plan, a member must pay a fee, based on his age. A check for the required fee payable to the order of the Treasurer General, NSSAR, should be sent to the Executive Director, NSSAR together with a completed National Life Membership application form. Upon receipt of the check in the proper amount and the application, the Executive Director will notify the applicant that he has been enrolled in the National Life Membership Plan, and will send a copy of such notification to the treasurer of the state society to which the member belongs.

Following enrollment of a member, the Fund will pay his national dues as long as such member remains a member of his state society in good standing. The Plan will start paying NSSAR dues in the year following the year of acceptance of the member in The National Life Membership Plan.

DUAL MEMBERSHIP

A compatriot may establish membership in more than one state society by applying to the additional state society for dual membership. He must be a full dues paying active member in his home state in order to hold a dual membership in other state societies. As a dual member he will pay his national, state and chapter dues in his home state. As a dual member in other states he will pay the state and chapter dues only and will not be reported to the National Society as a member on their rosters. He will be eligible to hold office and be a delegate from his dual state or home state, but not both.

REINSTATEMENT OF MEMBERSHIP

Former SAR members may reinstate directly into the state society of their choice, subject to the acceptance of that body. Application forms for reinstatement are available from the state societies and National Headquarters. The cost of such reinstatement will be set by the accepting state society, but it should be noted that the fee immediately payable to the National Society by the state society shall be equal to the annual Membership dues as fixed by the Annual Congress.

ANNUAL REPORTS

Each state society is required to submit an annual report to the National Society. This report will comply with direction furnished by National Headquarters.
Forms for preparation of the annual reports are forwarded to the secretary of each state society by National Headquarters.

Each state society shall:

1. Notify National Headquarters promptly of the election and appointment of all officers and nominees for the Board of Trustees and an Alternate Trustee, and delegates.
2. Notify National Headquarters promptly of all deaths of members and those dropped from the rolls for non-payment of dues.
3. Pay to the Treasurer General, as of January 1st of each year, the annual dues for such society, based on the current annual dues times the number of members carried on the rolls of such society as of that date.

INTERNAL REVENUE SERVICE REQUIREMENTS

Through a series of rulings, the Internal Revenue Service has taken the position that the NSSAR, the SAR Foundation and its subordinate organizations, are exempt from federal income tax, pursuant to the Internal Code. Copy of these IRS exemptions regarding the National Society and the SAR Foundation can be obtained by contacting the NSSAR HQ. Similarly, there have been a number of rulings which, taken together, allow individuals who make gifts to the National Society and the SAR Foundation to deduct the amount of such gifts on their income tax returns. A copy of a suggested letter of acknowledgment of receipt of a gift either to the National Society, a state society, a chapter or the SAR Foundation can be obtained by contacting the National Headquarters.

Although exempt from payment of tax, the National Society must file annual IRS returns 990 and 990T showing the amount and nature of its income. State societies and their chapters may fulfill their filing obligations by participating in the national group filing. The headquarters updates Tax Identification Numbers annually in November, requesting the information in a letter to all state societies and chapters. The regulations specify that if the annual income of a state society or chapter exceeds $25,000, it must file its own Form 990.

Organizations with income from sources other than dues, i.e. cash contributions, interest, dividends, particularly if it reaches a substantial level of $10,000 or more, are advised to obtain professional tax advice on filing requirements.

NATIONAL SOCIETY RESOLUTIONS

Resolutions may be submitted for national adoption by state societies, chapters and individual members. Such resolutions should be typewritten, and must be received at National Headquarters not less than 60 days before the Annual Congress. If favorable action is taken at the Congress, resolutions become the official policy of the National Society. Therefore, it is imperative that they be compatible with the Society's stated purpose - patriotic, historical and educational. Resolutions must be non-partisan and non-political.

PUBLICITY

Favorable publicity is a valuable asset for all levels of the SAR. It affects increased public awareness and understanding of the Society, and promotes membership.

Every chapter and state society should appoint a qualified member as Publicity Chairman whose primary function should be that of obtaining news media coverage. The Publicity Chairman should:

1. Insure that only one member contacts the news media to avoid duplications and confusion;
2. Establish a personal contact with the key persons at each newspaper, radio and television station;
3. Record information in a written form;
4. Comply with deadline times and dates;
5. Submit news releases in typewritten form;
6. Check accuracy of all information (dates, times, locations) before release;
7. Acknowledge due credit;
8. Issue releases of pertinent information as briefly as possible;
9. Invite representatives of the news media to special events. They should not be expected to pay reservation fees, meal charges or any such expenses.

CHILDREN OF THE AMERICAN REVOLUTION

The National Society of the Children of the American Revolution is an organization of persons through 21 years of age who are descendants of a patriot of the American Revolution.

Although organized by the Daughters of the American Revolution, it is an independent organization which looks to DAR, SAR, and SR for its leadership and financial support. A member of the SAR may hold a "Senior" office in their chapter (society), state, regional, or the National Society.

C.A.R. needs adult leaders, financial support, and members. Direct descendants of SAR and DAR members are eligible for membership.

Every SAR state society should have a C.A.R. chairman or liaison officer who focuses support and encouragement on this very worthwhile youth society. It is encouraged to award members of the C.A.R. and the SAR for outstanding work with the SAR/C.A.R. medals of appreciation.

THE SAR MAGAZINE

Prior to 1906 the SAR joined with five other patriotic organizations in a monthly magazine, "The Spirit of '76". Since that year there has been a quarterly publication of the Society. THE SAR MAGAZINE is the official organ of the National Society, serving as a bond of communication between the individual compatriot and the National Society.

The magazine is sent without charge to all members, and is available to others for a fee. Chapters and State Societies are urged to donate paid subscriptions to DAR chapters, public and school libraries, and to historical and genealogical societies. Chapter, state and national news, and American historical essays are included. A Compatriot who reads the magazine regularly will be an informed member. A change of address should be reported immediately to SAR National Headquarters. Please include your national number.

State Societies are encouraged to appoint an SAR Magazine Chairman. All members are urged to assist in obtaining advertising for THE SAR MAGAZINE. Rate cards are available from National Headquarters.

TIPS ON SUBMITTING EDITORIAL MATERIALS TO MAGAZINE

Utilize a cardboard "stiffener" when mailing photographs. Include self-addressed envelope if you wish it returned.

The Editor is interested in obtaining feature articles of patriotic, historical and educational significance prepared by Compatriots. Original manuscripts are encouraged – but a general description of proposed content should first be submitted for consideration. In general, articles should be in a maximum range of 750 to 1000 words. All authors of feature articles will receive bylines and a brief biography.

State and Chapter news items should be clear and concise. They should be typewritten; double spaced, with one-inch margins, and numbered pages. Spelling should be correct, especially names, titles, and places. States and Chapters are encouraged to place THE SAR MAGAZINE on their newsletter mail-out lists.

A major objective of the magazine is to provide a forum where State Societies and Chapters can share successful experiences with their counterparts across the country. Articles detailing unique programs in such areas as historical restoration, membership campaigns, fly-the-flag, fund raising or joint activities with other patriotic groups are requested.
Photographs should indicate activity – one person pinning a medal on another, for example, rather than two people looking at the photographer. In a group shot, select one person (or item) as a focal point and encourage the others to look at that spot, not at the camera.

Avoid selecting "busy" backgrounds for photos and take the time to remove such items as soiled dishes and cocktail glasses.

While professional photography is desirable, many amateurs and hobbyists do an excellent job. Black and white pictures are preferred in at least 4" by 5" size. Polaroid pictures are not acceptable for magazine reproduction.

Identify subjects in the picture (from left to right) on a separate caption sheet. Do not write on either side of photograph or staple it to the caption.

All material for editorial publication should be forwarded to Winston C. Williams, Editor, THE SAR MAGAZINE, P.O. Box 26595, Milwaukee, WI 53226.

Matters concerning advertising, address changes, officer changes, and "In Memoriam" should be addressed to National Headquarters, 1000 South Fourth Street, Louisville, Kentucky 40203.

SAR FLAG

The official SAR flag consists of three vertical bars of blue, white and buff - the blue to be at the staff end. 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." SAR flags of nylon (3' x 5') are available from National Headquarters.

Every state society and chapter should possess an SAR flag, in addition to a matching 50-star American flag.

FLAG PROTOCOL

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

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

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

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

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

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

The Flag should not be displayed on a float in a parade except from a staff.
No other Flag or pennant should be placed above or, if on the same level, to the right of the Flag of the United States of America, except during church services conducted by naval Chaplains at sea, when the church pennant may be flown above the Flag during church services for the personnel of the Navy.

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

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

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

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

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

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

When the Flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder.

The Flag should not be lowered into the grave or allowed to touch the ground.

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

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

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

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

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

The Flag should never be used for advertising purposes in any manner whatsoever.

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

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

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

The wording of the pledge varies slightly from the original, which was drawn up in 1892. The pledge received official recognition by Congress in an Act of June 1942. The phrase "under God" was added to the pledge by a Congressional Act of June 1954.
Ritual for Disposal of Unserviceable Flags

This is a ceremony, normally as part of Flag Day observances, providing for the dignified disposal of U.S. Flags which are so soiled, faded, tattered or torn as to be inappropriate for further display.

The ceremony, for the greatest effect, should take place out-of-doors, at night. However, most assuredly, the ceremony could take place during daylight hours. Compatriots and guests are to be assembled in parallel lines about 20-25 feet apart. (See diagram below.) Participating Officers, Color Guard, Flag Disposal Detail, Bugler and Firing Squad are to take designated positions, highlighted by prearranged, appropriate lighting. A low-burning, grated fire and open-faced kerosene containers (one on each side of the fire, if two are needed) should be in place prior to the commencement of the ceremony.

Ceremony Placement Diagram

At the commencement of the ceremony, the President faces the Master-at-Arms. The assemblage, in general, is standing “At Ease.”

President: “Master-at-Arms, Report!”

Master-at-Arms: “Compatriot President, we have a number of unserviceable Flags of our great Nation for inspection and appropriate disposal.”

President: “Former President ________ and Vice President ________, please conduct an inspection of the Flags presented for disposal.”
The Former President (FP) and Vice President (VP) close one another, turn and march together toward the Flag Disposal Detail, halting two paces before the Master-at-Arms (MAA). The MAA calls his Detail to attention as the FP and the VP close the Detail. The MAA advances one pace once the FP and the VP are in place and faces the FP.

**Master-at-Arms:** “Former President ________, we present these unserviceable Flags for your inspection.”

**Former President:** “Master-at-Arms, are these unserviceable Flags in their present condition as a result of usual service as the Emblem of our Great Nation?”

**Master-at-Arms:** “These Flags have become soiled, faded, tattered or torn while marking the graves of our beloved, departed Compatriots and of our honored veterans, men and women of all Branches of our Military Services, the dead of all our Nation’s wars!”

The FP can then inspect the Flags to his satisfaction, returning to his position before the MAA. (The MAA should accompany the FP on his inspection.)

**Former President:** “Thank you, Master-at-Arms.”

The FP turns to the VP.

**Former President:** “Vice President ________, conduct your inspection.”

**Master-at-Arms:** “Vice President ________, we present these unserviceable Flags, which have been inspected by Former President, for your additional inspection.”

**Vice President:** “Master-at-Arms, have any of these Flags served purposes other than those you mentioned to Former President ________?”

**Master-at-Arms:** “Some of these Flags have been flown proudly from flagstaffs before the homes of our individual citizens in remembrance of our several National Holidays and from public and commercial flagpoles as a constant reminder of the greatness of these United States of America!”

The VP can then inspect the Flags to his satisfaction, returning to his position before the MAA. (The MAA should accompany the VP on his inspection.)

**Vice President:** “Thank you, Master-at-Arms.”

Following the questioning of the MAA and cursory inspections of the Flags by the FP and VP, the FP and VP about face, cross over and march to stand before the President.

**President:** “Have the two of you conducted inspections of the unserviceable Flags?”

**Former President and Vice President:** “We have!”

**President:** “Vice President ________, what are your findings and what do you recommend?”

**Vice President:** “Compatriot President, I find that these Flags have become unserviceable as a result of proud and worthy service. I recommend they be honor-ably retired from further service and appropriately destroyed.”

**President:** “Thank you, Vice President ________. Former President ________, what are your findings and what do you recommend?”
Former President: “Compatriot President, I find that these Flags have become unserviceable . . . soiled, faded, tattered or torn as a result of their use in paying honor and tribute to our departed Compatriots and deceased Military veterans. I too recommend that they be destroyed with solemn dignity.”

President: “Thank you, Former President ________. You two may return to your initial stations.”

The FP and VP about face, cross over and return to their respective initial stations. Once they are in place, the President addresses the assemblage.

President: “My fellow Compatriots and friends. We have had presented here these Flags of our great Nation . . . Flags which have previously provided proud and worthy service . . . Flags which have paid tribute to our honored dead. They have been inspected and found to be no longer serviceable. It has been recommended that they be appropriately destroyed with solemn dignity. This, we shall do.

As you all well know, the American Flag comes in all sizes, from the extremely small to the magnificently large; and, is made from many types of fabric, from the cheapest of gauze to the finest of silk. Yet, despite its size, material or intrinsic value, the true, priceless worth of our great Flag is that it serves as the visible symbol of the ideal aspirations of the American People . . . Freedom, Liberty, Justice within a Nation of the People, by the People and for the People.

In retiring these no longer serviceable Symbols of our wonderful Nation, let us replace them in their duties with new, fresh, bright Flags of equal size and kind. May the replacements amplify our pride in the showing and flying of our beautiful National Colors!

Master-at-Arms, assemble the Color Guard on your Detail, proceed to the burn site and destroy these Flags by burning.

Compatriots and friends, stand at attention!”

The Flag Disposal Detail about faces. The Color Guard forms on the Detail. Preceded by the Color Guard, the Detail marches down center to the burn site. National Colors cross over and take position on the right of the fire, facing the President. Chapter Colors take position on the left of the fire. The Detail forms up behind the fire, which is burning low.

President: “The Chaplain will offer prayer.”

Chaplain: “Our Dear Heavenly Father, Commander over all, we ask that you bless and consecrate this special occasion.

We thank Thee for our Country and the many ideals for which it stands and for our Flag which visibly symbolizes these American aspirations.

To clean and purging flame we commit these Flags . . . Flags no longer serviceable due to their previous, long, honorable and worthy service. As they give up their substance to the fire, may your Spirit touch all of us, renewing and strengthening our dedication and devotion to our great United States of America.

Amen.”

President: “Hand Salute!”

Color Guards present arms. Chapter Colors are dipped. All Officers, guests and Compatriots, except those on the Flag Disposal Detail, salute. Members of the Flag Disposal Detail dip the unserviceable Flags in kerosene and place them on a rack over the fire. The Bugler sounds “To the Colors.”

President: (At the conclusion of “To the Colors”) “Two!”
(If the situation is correct, neighbors aware of what you plan to do, and if a Firing Squad as well as a Bugler is available, the Firing Squad followed by the Bugler sounding “Taps” could replace “To the Colors” in the ceremony.)

Following “Two!” the Color Guard resumes its station and members of the Flag Disposal Detail resumes formation behind the fire.

The Color Guard advances up center and places Colors. With Colors in place the President closes the ceremony.

President: “My fellow Compatriots and friends. This completes our ceremony. Thank you all very much for sharing in this special Flag Day event!”

Notes:

1. Should the Chapter find itself with insufficient personnel/materiel support to meet the proposed needs for conducting such a ceremony, modify the ceremony as necessary and improvise/substitute as appropriate. Be flexible! You can still conduct a most meaningful and solemn ceremony. Suggestions: Borrow a Chaplain from some Veterans Organization or Church. Use Boy Scouts in your Color Guard and/or Flag Disposal Detail. Use taped music/loudspeaker instead of a Bugler.

2. Invite the public and other organizations who conduct such ceremonies, Boy Scouts, Veterans Organizations, Elks Clubs, National Guard and Reserve Units, to attend your ceremony and be supportive of other organizations when they conduct similar ceremonies. Suggestion: Work with your United Veterans Council or other local activities-coordinating organizations to set up a rotation for the annual conduct of such ceremonies. SAR may conduct the ceremony one year, and then support the American Legion, Boy Scouts, Elks, etc. when it is their turn to conduct the ceremony.

SAR COLOR GUARDS

Color Guards in the Sons of the American Revolution serve as a means to involve our members, especially the younger ones, in the activities of the Society. They add a note of color and bearing to our celebrations, both public and private, and attract the attention of the general public to the activities of the Society.

Color Guards are used in ceremonies to open and close meetings of the SAR, DAR, C.A.R. and other organizations. They participate in parades, memorial services and grave markings. With colorful flags, attractive uniforms and colonial style music, they bring favorable publicity to the SAR. In addition, it is fun.

Color Guards are organized on the state society and/or chapter level. The SAR National Color Guard consists of those uniformed SAR members who participate in the Color Guard at events of the National Society, but are themselves affiliates of a state or chapter color guard within the Society.

Proper uniform consists of the standard male regimental uniform as worn by soldiers of the Revolutionary War. While blue and buff were the basic colors of the uniform, some states varied the facings and the cockades. Most color guards choose the uniform of a regiment from their own state or a state that many of their ancestors came from. Uniforms should be identical for color guards within state societies or at least within chapters.

Information on how to buy uniforms and equipment, organize a color guard, find parade invitations and various other details is available from the NSSAR Color Guard Committee, the chairman of which may be reached by writing to the SAR Headquarters in Louisville, Kentucky.
GRAVE MARKERS FOR SAR MEMBERS

A beautiful marker designating SAR membership may be ordered from the National Society. This marker is listed in the NSSAR price list, and will be further described upon inquiry to the merchandising department. Two types are available. The Lug type is for placement on an existing monument, and, the Stake type is to stand-alone. SAR Member or family member should please give member's full name and National number when ordering.

GRAVE MARKERS FOR REVOLUTIONARY WAR PATRIOTS

Markers for Revolutionary War Patriots may also be ordered from the National Society by requesting an NSSAR form for this purpose. They are the same types as members’ markers. Complete authentication of the Patriot and his grave will be asked for. This marker is also listed in the NSSAR price list, and can be

The NSSAR Revolutionary Graves Committee maintains a listing of the located graves of Revolutionary Patriots which has been constructed from chapter, state, and national SAR research. The

A government headstone marker for veterans' graves may be obtained by writing to the following address, and asking for form VA 40-1330:

Department of Veterans Affairs
Office of Memorial Programs
810 Vermont Avenue, N.W.
Washington, D.C. 20420

or by web contact at: http://www.cem.va.gov/hmlaw.htm

WILLS, TRUSTS AND BEQUESTS TO THE SAR

The main source of income for the National Society comes from membership dues plus one-half the income from the Permanent Fund. Members can supplement this income by contributions and bequests.

Bequests to the National Society serve as practical memorials to honor departed compatriots, friends or relative. Such gifts further enable the Society to implement its patriotic historical and educational programs. Bequests should be made proper legal form, worded at the suggestion of one's person lawyer. For those who wish to remember the SAR in their wills with a minimum of inconvenience, the following language is suggested as being entirely adequate:

"I hereby give, devise and bequeath the sum of ............... dollars (or property clearly described) to the National Society Sons of the American Revolution.”

The following are some of the ways to make gifts to the National Society:

1. By special gift under your will, by leaving outright a of money, specified securities, real property, or a fraction or percentage of your estate.
2. By gift or residue under your will, by leaving an all portion of your residuary estate to the Society.
3. By living trust. Property may be placed in trust with income aid to you or to another person or persons for life, and then the income or the principal can go to the Society.
4. By life insurance trust. Life insurance may be put in trust and, after your death, the income may be paid to your wife or to any other person for life, and then the income or principal may go to the Society.
5. By life insurance. Life insurance policies may be made payable directly to the Society.

Another plan which was approved by the National Trustees in their October 1981 meeting was the creation of an SAR Memorial Fund to which donations may be made in memory of deceased loved ones. Only the income from such a fund is to be used and only on projects or programs approved by the Executive Committee and aimed at furthering the objectives for which the National Society was formed.
The Torchlighter Program was instituted in 1992. The designation Torchlighter, and a certificate in evidence thereof, is granted to any member who designates the National Society, Sons of the American Revolution, as a beneficiary in any degree under his will, life insurance policy (including outright gifts of life insurance contracts) or trust, provided that he furnishes to the National Society a copy of the beneficiary designation. He need not furnish the entire document, just that provision naming this society as a beneficiary. He becomes a Torchlighter on such presentation even though the designation is subject to change. This recognition is meant as an expression of thanks to the donor at a time when he is present with us, and able to appreciate this acknowledgment. It has the further advantage of providing a check for accuracy of the wording so that there is no question of the identity of the Society as the beneficiary.

Donations to any of these plans are deductible in the preparation of personal federal income tax returns, under applicable laws and regulations, as contributions to a tax-exempt organization.

NSSAR policy on gifts, 1991-92, offer the following items as guidelines and considerations on the subject of giving as it concerns both the donor and the National Society. It is necessary to protect the donor and the Society by clarifying the conditions of the gift.

For the donor, the gift must not be conditional. If so, the donor may sacrifice his or her tax deductibility.

Following donation, the donor exercises no control over administration of the gift. Any control restricts the Society and threatens again the donor tax deduction. There is no restriction to acceptance of suggestions made by the donor as long as the latter is unable to direct them.

The donor, in making his contribution, assesses the value of the gift. The National Society shall issue a receipt for the gift for documentation to the donor, but does not place a current value at anytime as it is not an appraisal body. The donor or his appointed appraiser, may or may not allow for special preparation of the gift and the subsequent reporting of same for tax purposes.

The National Society shall promptly acknowledge any gift in writing according to the above guidelines. Further, the Society should provide follow-up recognition and some report of the gift through communication to the donor or heirs at a future date.

The National Society should avoid receiving controversial gifts or those which may result in future conflicts within the Society.

Gifts to be solicited by the National Society which will require maintenance and repairs should have a percentage added for this purpose to the original cost estimate before any contribution is solicited. This provision will help to meet future expenses in properly servicing the gift.

In determining maintenance costs, transportation costs, insurance and in some cases liability, a schedule of allowances can be established based on several factors regarding the life and care of the gift. For example, gifts up to $100,000 might carry 20% ($20,000), gifts $100,000-$200,000, 15% ($30,000) and so on. This obviously would not apply to all gifts as some require no maintenance or assumption of added costs to the society.

NSSAR does not recognize the work, design and preparation as a gift per se and does not issue estimates or statements covering same.

THE GEORGE WASHINGTON ENDOWMENT FUNDS BOARD

The George Washington Endowment Funds Board (GWEFB) was established by action of the Trustees to:

1. Provide for adequate financial contributions for support of unfunded and under funded Committees and Projects;
2. Provide for the equitable distribution of such funds;
3. Develop an approach similar to the United Appeals Campaigns to minimize the number of separate fund raising activities at the national level.

The Chairman of the GWEFB, usually a Former President General, is appointed by the President General. The Chairman is supported by two (2) committees:
1. A National Fund Raising Committee, responsible for the planning of the national fund raising activities;
2. An Audit and Distribution Committee which will review all budget requests for funding and recommend the distribution of available funds to the Chairman.

The National Fund Raising Committee consists of at least six members, and the Audit and Distribution Committee at least three members. The Chairman may add members to each committee as he deems desirable to carry on the Boards activities. He may also appoint senior members of the NSSAR to serve in advisory and consulting capacities. Members will generally serve for three years with initial appointments of three, two and one year. The Chairman will appoint a chairman of each committee. Members may be reappointed. All appointments are subject to approval by the President General.

Contributed funds may be directed by the donor for use by any Committee or Project approved by the Executive Committee. All gifts in any amount will be appreciated. Any annual gift of $25 or more qualifies the donor to be recognized as a GW Patriot. Gifts of $1,000 or more qualify the donor to be recognized as a GW Fellow. The $1,000 gifts may be paid over a period of 5 years with a minimum payment of $200 per year.

Money contributed to the George Washington Endowment Fund shall be placed in the corpus and may not be touched/invaded. Only the earnings from the Fund shall be available for use. Each year eighty percent of the earnings of the Fund will be made available to the Distribution Committee for distribution to National Committees. The remaining twenty percent of the earnings on the Fund will be placed back into the Fund to help it grow over time. The Distribution Committee will contact all National Committees to determine Committee needs for the coming year. However, funds may ONLY be allocated to UNFUNDED and UNDERFUNDED National Committees and Special Projects of the National Society. The Distribution Committee may not allocate money to National Committees for prizes nor to subsidize prizes.

The George Washington Endowment Fund is managed by a Board composed of seven members. The Chairman and two other members, usually the Chairman of the Fund Raising Committee and the Chairman of the Distribution Committee, are appointed by the President General. The Chairman of the Board is usually a Former President General. The remaining four members of the Board are elected by George Washington Fellows. One of the four elected members rotates off the Board annually at the Congress. And, an election is held of George Washington Fellows to determine his successor at the Congress.

The duties of the members of the George Washington Endowment Fund Board shall be to promote contributions to the George Washington Endowment Fund as well as to administer the Fund subject to the approval of the President General, The Executive Committee, the Board of Trustees and the George Washington Fellows.

The George Washington Endowment Fund shall be administered in the same manner, as are all other funds of the National Society, except that George Washington Endowment Funds shall not be co-mingled with other National Society Funds. George Washington Endowment Fund money shall be maintained as a readily identifiable, separate Fund.

THE SAR FOUNDATION

The SAR Foundation is a Supporting Organization qualifying for tax exemption under IRC 501(c)(3), by qualification and classification under 509(a)(3). A Supporting Organization is a subsidiary of its parent organization, in this case, the NSSAR. The NSSAR is a publicly supported tax-exempt organization under 501(c)(3) by qualification and classification under 509(a)(1). The supporting organization for the purposes of tax exemption is treated the same as its parent and is widely used by public charities for the following reasons:
1. Asset protection, as a separate entity, the assets may not be subject to the potential liabilities the NSSAR may
face during construction and operating the Center for Advancing America’s Heritage. 2. Public Support Test, as a public exempt organization, the NSSAR must pass the Public Support Test when filing its annual tax return. The public support test is defined as the exempt organization is limited no more than one third of its income may come from investments or unrelated business income. The SAR Foundation is not subject to the public support test and is designed to hold endowments and other large investment funds. Donors to the SAR Foundation still enjoy the same tax treatment as a public charity. The NSSAR is the 100% shareholder of the SAR Foundation and elects its Officers and Directors. The SAR Foundation will be operated by a Board of Directors elected by the membership at the Annual Congress. The President General, Secretary General and Treasurer General will serve in that same capacity on the Board and will serve during their terms in office to be succeeded by their successors annually. There will be six Directors serving three-year terms, two expiring each year. The Foundation By-Laws may only be amended by the membership during the NSSAR Congress.

PRESIDENT GENERAL ANNUAL REPORT

This report has been created to serve NSSAR as a historical and reference tool which is to be completed between the Spring Trustees and the following Congress. It will be signed and bound and placed with the preceding President General’s reports. It shall be filled the Headquarters Library as an accessible source of information for the general membership. It will be presented to the new President General at his inauguration. It will contain records of activities during each President General’s term of office.

PURPOSE

To furnish the National Society with an important summary of issues, reports, problems, solutions, and travels for each term of office. Recommendations for action items into the next administration should be included: Preparation and presentation of this report is now an official duty of each President General and is not an option.

The President General’s report will:
Provide a permanent record of the activities for the term of each President General
Provide, assists, and prevents duplication of programs of earlier years.
Offers an accurate and historical account of the operations of the National Society.
Informs and prepares the new President General for better and more efficient service.
Serves as a valuable reference for future Presidents General and others.
The Report will be issued by the outgoing President General as a symbol of cooperation and the transfer of power.

COMPOSITION AND ADMINISTRATION

The entire report should not exceed 25 pages with no minimum. It will be bound with other President General reports and made available to all compatriots as a permanent record. The George Washington Endowment Fund has agreed to finance the cost of its preparation. The executive director shall be responsible for overseeing the preparation, presentation and preservation each year. Copying shall require the permission of the executive director. Supplemental and narrative reports are encouraged.

GUIDELINES FOR THE PRESIDENT GENERAL REPORT

The purpose of these guidelines is to provide uniformity and consistency for by each President General’s report. The report will offer guidance and accessibility to future Presidents General and the Society as a whole. Each report should be prepared similarly and contain the same type information using the below format. Strict adherence through protocol and cooperation is essential. Narrative reporting when, necessary should be concise and specific. The executive director shall be responsible for notification, assistance, and presentation of the report on time. The report is due at the time of the new President General’s inauguration. It is recommended that each new President General solicit the executive director for his assistance in preparation of the report.

The report should consist of the following items and separate sheets should be used as required:
Dates served as President General. Personal data: Wife and family information may be placed in narrative form.

General Data: Succeeded P G John Doe. A copy of Annual Budget, other pertinent data, etc. for the term served.

Offices Held: List the offices and years served.

NSSAR Executive Director during this period

Current Major Items of Business before Society.

Minor Issues for information.

Special Business Projects concluded.

Special Business Projects pending.

Unfinished Business.

Travel Highlights.

Pictures, graphs, illustrations, which expand on the above item, should be included.

Final or summary remarks and the signature of the President General.
ORGANIZATION OF STATE SOCIETIES

STATE SOCIETY OFFICERS

Each state society shall elect from its active membership, a President, a Vice President, a Secretary, a Treasurer, a Registrar and a Chaplain. Additional officers, such as Chancellor, Surgeon, Genealogist, Historian and Sergeant-at-Arms, may be elected at the discretion of the membership, if provision for such offices is contained in the constitution of the state society. In addition to the elected officers, each state society shall nominate a National Trustee and an alternate who shall be elected by the Annual Congress of the National Society. The names of the National Trustee and Alternate Trustee nominated by the state society shall be sent to the National Headquarters at least 30 days prior to the convening of the Annual Congress.

The duties of state officers are usually similar to those of their national counterparts, whose duties and responsibilities are described in the national bylaws, except that their work is limited to the state society and that they are elected or appointed in accordance with state society bylaws.

The President of a state society shall fulfill the customary duties of the office and shall maintain general supervision over the affairs of the state society.

The Secretary shall have charge of the records of the state society, shall give notice of all meetings and shall keep an accurate written record of the proceedings of such meetings. He shall sign all application papers. A Corresponding Secretary may be elected to receive and acknowledge correspondence. Otherwise, these functions shall be performed by the Secretary or a professional office secretary.

The Treasurer shall have custody of the funds of the state society and shall be responsible for the collection and transmittal of membership dues to the National Society, as specified in the bylaws of the National Society.

The offices of the Secretary and Treasurer, especially in small state societies, may be combined and held by one compatriot, at the discretion of the membership.

The Registrar shall examine all applications for membership and, if found acceptable, he shall approve them before submission to National Headquarters for final approval and registration. A duplicate copy of each application shall be retained by the state registrar for the archives of his state society.

The Chancellor should be an attorney-at-law, and he shall give opinions on legal matters affecting the society when such questions are referred to him by the proper officers.

The Chaplain, preferably an ordained clergyman, shall pronounce the invocation and benediction at state society meetings and ceremonies, and he shall furnish the membership with spiritual guidance. He shall conduct any religious services relative to state functions.

SUGGESTED FORM FOR THE INSTALLATION OF CHAPTER OR STATE OFFICERS

Installing Officer: Please escort the designated officers of the _____ Chapter/Society to their proper places.

Escort: (after placing officers) Mr. _____ (use official title of the Installing Officer), I take great pleasure in presenting to you the newly elected officers of the Chapter/Society.

Installing Officer: Gentlemen, having been duly elected to office in the _____ Chapter/Society, Sons of the American Revolution, do you promise and swear to support and defend the Constitution of the United States of America and the Constitution and Bylaws of the National Society, Sons of the American Revolution; and do you further promise and swear that you will faithfully discharge the duties of your office to the best of your
knowledge and ability, and that you will, at all times, conduct yourself in a manner worthy of our Society, so help you God?

**Response:** I do.

**Installing Officer:** President-elect _____ it is now my privilege to present you with this gavel, as a symbol of the authority now vested in you. Wield it, always, with dignity and honor.

**Installing Officer:** Compatriots of the _____ Chapter/Society, I have officially installed these new officers, duly elected by you. May I now remind you of your obligation to them? Assist, support and encourage them in the discharge of their duties, thus furthering the principles and purposes of the Sons of the American Revolution.
ORGANIZATION OF CHAPTERS

CHAPTER OFFICERS

The duties of chapter officers closely parallel those of their national and state counterparts, except that their work is limited to the chapter, and that they are elected or appointed in accordance with chapter bylaws.

FORMING A CHAPTER

The local chapter is the most important link between the individual compatriot and the state and national societies. it is through the local chapter that the work of the National Society is performed at the community level. Membership should be continually emphasized and whenever possible new chapters should be organized. The information presented here is designed as a guide for those compatriots who undertake the formation of a local chapter.

Obtain a list of those compatriots residing in a designated area and call them together for a pre-organization meeting. Invite local members of DAR who indicate an interest in being of assistance, especially in recruiting new SAR members.

When a sufficient number of members, as specified by the state society bylaws, desire to form a chapter, they may apply for a charter to the secretary of the state society. (Application forms for new chapters may be obtained from the National Headquarters.) Most state societies require a minimum of 15 members, but if there are several prospective eligible candidates for membership, a dispensation may be granted for a lesser number.

Following application to the state society, a charter may be issued by that body. If desired, the charter may be kept open for a reasonable period of time to permit prospective members to file their applications and sign as "charter members."

Upon notification of the issuance of a charter by the state society, an organization meeting should be held, at which time the new chapter officers are duly installed by the President of the state society, and the charter is formally presented. if possible, the ceremonies should be accompanied by a dinner, to which members and guests are invited. The institution of a new chapter is an important event, and it is essential that ceremonies be conducted with dignity and impressiveness. A suggested ritual is available upon request from National Headquarters.

CHAPTER MEETINGS

Experience has proven that the most successful chapters are those which meet on a regular schedule. Monthly meetings at a convenient location with adequate parking space are recommended. Due to the effect of vacation periods upon attendance, many chapters do not meet during July and August. Attendance at meetings is dependent upon the type of programs offered. it is often not necessary to transact all of the business of the chapter at the regular meetings. An executive committee consisting of the chapter officers and two or three compatriots from the general membership can ably manage normal affairs.

Reports by the President, Secretary, Treasurer and Registrar should be furnished at reasonable intervals. Action affecting chapter policy and projects should be submitted to the membership for a majority decision. To stimulate chapter growth, a membership committee should be appointed, and it should be its duty to contact and assist eligible prospective members into membership.

Programs should be arranged by a program committee to insure interesting and constructive meetings, thus resulting in a greater attendance. Publicity for the chapter is of vital importance, and it should be sought for every SAR meeting and event. Special attention should be accorded the manner in which chapter meetings are
conducted. Regardless of the purpose for which it is called, every meeting should be characterized by adherence to a uniform and proper procedure.

A United States Flag should always be displayed to the right of the presiding officer or principal rostrum. The SAR flag and the state flag should be placed at the left, in the same relative position. The following procedure for a chapter meeting has been used by many chapters:

1. Call to order by the presiding officer. A gavel should always be used.
2. Invocation by the Chaplain or by a compatriot designated by the presiding officer.
3. Pledge of Allegiance to the Flag of the United States of America.

NOTE: In the case of foreign societies and chapters it is appropriate that the members make their pledge to their own national flags in accordance with the custom of the country involved. Likewise societies in foreign lands may choose not to use the pledge to the SAR.

4. Pledge to the SAR.

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

5. Reading and approval of the minutes of the previous meeting.
6. Officers' reports.
7. Committee reports.
8. Introduction of new members and guests.
10. New business and correspondence.
11. Introduction of the speaker or program.
12. Presiding officer's remarks and thanks to speaker or program principal.
13. Motion to adjourn.
14. (Optional, and frequently used) Before adjourning, the presiding officer may ask the members to rise and repeat in unison:

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

15. Benediction by the Chaplain or a designee.

MINUTES

Minutes of a meeting should contain:
1. Kind of meeting, regular or special.
2. Name of chapter or state society.
3. Date and place of meeting.
4. Presence of President and Secretary; if absent, their substitutes.
5. Whether minutes of previous meeting were approved, approved as corrected, or dispensed with the reading.
6. Hours of meeting and adjournment.
7. Number present (to comply with requirement of a quorum).
8. All main motions (except those withdrawn), points of order and appeal, and all other motions not lost or withdrawn.
Minutes should be a record of what is done, and should not contain discussion or a record of what is said. The name of a main motion and usually that of the seconder is recorded. The action taken on a motion is recorded.

CHAPTER ACTIVITIES

An active chapter should have interesting and productive activities. Some recommended projects are:

1. Arrange with local school authorities for the annual rewarding of bronze Good Citizenship Medals to a limited number of qualifying students. Rules governing the program should be approved by both the school authorities and the chapter.
2. Arrange with local high school and/or college ROTC officials for the awarding of ROTC Medals. This SAR program has the full support and approval of the Department of Defense. Further details are available from National Headquarters.
3. Arrange with local high schools for their participation in the Joseph S. Rumbaugh Historical Patriotic oration Contest. The National Association of Secondary School Principals has placed this contest on the Approved List of National Contests and Activities. Contact the state society for details. Copies of contest rules are available without cost from National Headquarters.
5. Provide framed facsimiles of the Basic Documents (the Bill of Rights and the Declaration of Independence) for the local government buildings; bus, train and airport waiting rooms; schools; libraries; courtrooms; fraternal lodges; police and fire stations; and banks. Before framing, the words, "Presented by _____ Chapter of the Sons of the American Revolution" should be engrossed in small text at the bottom, positioned so that it will not conflict with the body of these documents. These facsimile documents are available on order from National Headquarters and will fit in standard 18” x 24” frames.
6. Support the program for placing and dedicating SAR bronze markers at the graves of compatriots and/or Revolutionary veterans.
7. Furnish capable and interesting speakers to schools, organizations, public meetings, graduations, forums, and to radio and TV stations, especially on patriotic holidays and anniversaries.
8. Participate in new citizenship swearing-in ceremonies. SAR representatives should congratulate the new citizens and, if permitted by the presiding judge, publicly address them. Some chapters present the new citizens with miniature U.S. flags or other patriotic mementos.
9. Sponsor or participate in celebrations of historic events and national holidays, especially Washington's Birthday, American History Month, Patriots Day, Veterans Day, Flag Day, Independence Day and Constitution Week. A luncheon or dinner is particularly recommended, together with an interesting speaker and/or appropriate entertainment. Chapters frequently cooperate with local DAR chapters in joint meetings on some of these special occasions. Participate in the National Society Historic Celebrations Award Program.
10. Take part in the Volunteer Services Programs at local Veterans’ Hospitals, Clinics and/or Retirement Homes. Participate in the National Society USS Stark Memorial Award and the General William C. Westmoreland Award Programs.
11. Honor law enforcement officers with the SAR Law Enforcement Commendation Medal when justified by their bravery, length of service or contribution to the community.
12. Award the SAR Medal of Appreciation to a member of the DAR who has furnished outstanding assistance to a particular SAR chapter, especially in obtaining new members. The presentation, with adequate ceremonies, may be effected at an SAR or DAR event.
13. Take particular interest in the local schools, especially the textbooks issued or recommended, instructional personnel, and program employed.
14. Encourage the award of SAR War Service Medals. Since many compatriots have served in the armed forces during World War I and II, in Korea, Vietnam and Southwest Asia, such members may purchase the SAR War Service Medal from National Headquarters. It is recommended that the chapter formally present the medal at a meeting or fitting ceremony.
15. Participate in the National Society SAR Eagle Scout Scholarship and Awards Program. Prepare and distribute certificates of recognition to local Scout Troops and to the current class of Eagle Scouts who passed
the Board of Review between July 1 and the next June 30 of each year. Provide applications to each Eagle Scout, as defined above.

16. Arrange with local high school authorities for the participation by students who are in their junior or senior grades in the George S. and Stella M. Knight Essay Contest.

17. Promote "Honor the Flag" activities in support of the Admiral William B. Furlong Memorial Award Program.

SUGGESTED INDUCTION CEREMONY FOR NEW MEMBERS NO. 1

CHAPTER PRESIDENT: Compatriot _______, do you, as a Descendant of one of the Patriots and Heroes of the American Revolution, reaffirm your ancestor's faith in the principles of Liberty and our Constitutional Republic? (Response)

And, will you pledge to support The National Society, Sons of The American Revolution? (Response)

I now take great pleasure in presenting your Membership Certificate.

Compatriot _______ sponsored you into our Society. I would like to ask that he come forward and place the SAR Rosette in the lapel of your coat.

This Rosette is the official Recognition Emblem of the Sons of the American Revolution. Its blue and buff colors represent the colors in the uniform worn by General George Washington. Wear it proudly.

Compatriot _______ we welcome you to the _____ Chapter. We ask that you work with us to fulfill the purposes and objectives of the Sons of the American Revolution.

At this time we would like to invite you to address our members present with whatever thoughts you may have. (Give him time.)

Will all members please come forward and welcome our new Compatriot into the ________ Chapter?

Remember that the SAR is a non-political organization. Chapters and state societies must never endorse or recommend any candidate for public office, nor may meetings include the discussion of merits or demerits of such candidates. The merit of any public question involving the social, economic, moral or physical welfare of the people may be fairly and intelligently studied and discussed at a meeting for the enlightenment of those attending. SAR may take a position on any bill or measure which may be submitted to a vote of the elected representatives of the people or to the vote of the people.

SUGGESTED INDUCTION CEREMONY FOR NEW MEMBERS NO. 2

Chapter president reads:

Mr. ____, do you as a descendant of one of the patriots and heroes of the American Revolution, reaffirm your ancestors faith in the principles of liberty and our Constitution" (Response) and Will you pledge to support the National and State Society as well as your chapter of the Sons of the American Revolution? (Response)

I now take great pleasure in presenting to you this membership certificate. Compatriot_____ we welcome you to the _____ Chapter. We ask that you help us to preserve and enrich our American Heritage by supporting our patriotic, historical and educational objectives with your time, talent and treasure.

Chapter President Continues:

Membership in the Sons of the American Revolution entitles you to wear the medal of the SAR. I now take great pride in describing the symbolism behind the Cross of Malta. The cross is composed of a horizontal and vertical bar. The horizontal bar represents the first commandment, " You Shall Love Your Neighbor as Yourself." The vertical bar represents the second commandment: " You Shall Love Your God." Let us focus on the intersection of the bars to remind us the Love of God and neighbor are in fact one and the same love.
There are four limbs of the cross. The limbs remind us of the four cardinal virtues. The first virtue is prudence learned by studying the past in order to regulate the present and plan for the future. Prudence allows one to understand the fallacy in allowing a lesser evil to avoid a greater evil, because the accumulation of lesser evils will eventually exceed the hypothetical greater evil. The second virtue in justice. There is an art and science in being just. The art comes from the recognition of the true worth of fellow man. The science involves the concept of impartiality and always begs the question: Is it fair to all concerned? True justice is underscored by an integrity of life. The third virtue is temperance or moderation in all of our actions including the senses especially the sensual desires. The fourth virtue is fortitude with magnanimity and courage to serve God. There are 8 points of the Maltese Cross. Each point represents one of the beatitudes recounted for the knight of Malta by the initiator who would proclaim the following annunciation: "This cross was given white to us as a sign of purity which you must carry in your heart as you wear it externally, without spot or blemish. The 8 points that you see in this are a sign of the 8 beatitudes that you must always have within you and they are:
1. To have spiritual contentment;
2. To live without malice;
3. To weep over your sins;
4. To humble yourself at insults;
5. To love justice;
6. To be merciful;
7. To be sincere and open hearted;
8. To suffer persecution.
All these virtues you must engrave upon your heart for conservation and preservation of your soul, and for that reason I command you to wear it openly sewn on your clothing on the left hand side of the heart and never abandon it."

Lastly, our medal has the bust of George Washington at the intersection of the two bars of the cross. This reminds us of our great leader at the time of the American Revolution. Surrounding his bust are the words of libertas and patria reminding us of our Declaration of Independence and Constitution.

Chapter President concludes.
Compatriot ____ sponsored you into our society. He will place the (rosette or miniature Maltese Cross if member has purchased it) in the lapel of your coat. This rosette or Cross of Malta is our membership badge. Wear it proudly. Compatriot ____ we welcome you to ____ Chapter and ask you to take a seat among your fellow compatriots.
PROTOCOL

Observance of established rules of protocol will increase the prestige and dignity at SAR functions. The basic principles of protocol are to:

(1) Observe the rules of ranking of office.
(2) Practice courtesy.
(3) Use good judgment.

President General: The President General is the ranking officer of the National Society and should be regarded as the honor guest at all SAR functions. The State Society President is the highest-ranking officer in his State Society and should be accorded such recognition. In his State he outranks a Vice President General. The Chapter President is the ranking officer, in his Chapter.

President General Title: All former presidents general retain their title for life, and will be addressed as President General. They should identify their years of office when writing or signing. It is proper when writing about them to identify them as (for example) former President General Jones (1994-95) using small “f” with former.

Sequence of Seniority: The sequence of seniority is National Society, State Society and Chapter.

Ranking of National Society Officers: The following may be used as a guide for State Societies and Chapters: President General, Secretary General, Treasurer General, Chancellor General, Genealogist General, Registrar General, Historian General, Librarian General, Surgeon General, and Chaplain General, District Vice President.

Ranking of State and Chapter Officers: The ranking of State and Chapter officers is the responsibility of the State and Chapter.

Ranking at SAR Functions: When National Society officers and State Presidents and/or officers of other organizations are present at SAR functions, their ranking may be determined by the office held and the organizational date of the respective society. The following may be used as a guide of precedence for a possible State Society function:

State Society President, President General, Governor of State, or his Representative, United States Senator, United States Congressman, Mayor of City, former Presidents General, National SAR Officers in order of seniority, visiting State Society Presidents, active Host State Society Officers, Former National Society Officers, National Presidents of other organizations, State Presidents of other societies.

Seating at National Society functions: the President General, as presiding officer, occupies the place at the center. The order of precedence is as follows: The place on the right of the President General is the next highest seat. The place on the left is the next highest seat, and on down the line alternating right to left.

Seating at State Society functions: The State Society President, as presiding officer, occupies the center place. The highest, ranking officer present is on the right. The next officer is on the left, following the precedence. At luncheons and banquets, the number of people attending should determine the size of the head table in a reasonable ratio to the assemblage. If ladies are included at the head table, the ladies and gentlemen should be alternated in seating. If possible a lady should not be seated in the last chair at either end of the table. A reserved front table can serve for a minister, musician, and lower ranking officer.
Greetings and Recognition: The highest-ranking guest should be introduced for any greeting, with others greeted in order of precedence. It is wise to limit the number of greetings. It is unfair to the speaker and to the audience to have lengthy/many greetings. In most cases a quick recognition will suffice. When introducing the head table, or other special reserved tables, announcement should be made to withhold applause until all are introduced.

REQUESTS FOR VISITS BY THE PRESIDENT GENERAL

Traditionally, the President General travels throughout the nation, visiting districts, state societies and chapters. Since invitations to the President General are numerous, they should be tendered well in advance of the date and should include alternate dates, if possible.

1. Requests should be made as soon as possible after his election. His schedule is normally set by September.
2. A letter of invitation should be sent to the President General (or his official coordinator, if one has been appointed) with a copy to the Executive Director.
3. The President General should attempt to visit each of the Districts of the National Society during his term of office. Vice Presidents General of contiguous districts should confer and coordinate their invitations to the President General to allow the best coverage and minimize travel.
4. The President General and his wife, if she accompanies him, are always guests of the inviting state society or chapter, which will arrange for hotel and other accommodations which should be the expense of the host organization. Meals are also the responsibility of the host.
5. The President of the state society or chapter inviting the President General for a visit should appoint an aide/host to meet the President General on his arrival. The aide/host should assist him during his visit.
6. The President General should be informed in writing of the arrangements made for him. Such notification should be explicit in regard to the expected participation by the President General in the program and if he is to speak, how long, and other relevant details.

Normally, the President General is the guest of honor and will be the principal speaker at the function. The type and purpose of the function is the responsibility of the host state society or chapter. At a dinner meeting with black tie for the officers and head table guests, formal dress may be optional for other members and guests, enhancing the dignity and importance of the occasion.

7. In a receiving line, the presiding officer and his wife should be at the head of the line with the President General, and wife, next to him, so that he may introduce the guests to the President General. The remainder of the receiving line should be in the order of precedence given above.
8. The President General and his wife are to be escorted to the head table last, with everyone standing in respect to the office. The presiding officer stands in his position, then sits, and nods for everyone to be seated. The presiding officer should be brief in introducing or thanking other guests or participants, in the program, when the President General is present. Remember that the President General is the ranking guest and should not be slighted in any way.
9. 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 is suspended from a neck ribbon. In formal dress he shall wear a sash of the Society colors, three and one-half inches in width, extending from the right shoulder to the left hip. The former Presidents General, in formal dress, may wear a sash of the Society colors three and one-half inches wide, extending from the right shoulder to the left hip.
10. The Secretary General, Treasurer General, Chancellor, Genealogist General, Registrar General, Historian General, Librarian General, Surgeon General, Chaplain General, and active and Former Vice Presidents General, in formal dress, may wear a sash of the Society colors two and one-half inches wide, extending from the right shoulder to the left hip.
A SUGGESTED FUNERAL RITUAL FOR A DEPARTED COMPATRIOT

The President enters the room, followed by the Color Guard, bearing the American Flag and the Society Flag. The Color Guard is posted, with the American Flag borne at the head of the casket, and the Society Flag at the foot. The President then retires, and returns, leading the members, two by two, who form a semi-circle in front of the casket.

President: Compatriots, we have suffered the loss of a loyal and valued member. We are gathered to pay our tribute to his memory, and to express our grief at his passing from our ranks, and to dedicate ourselves anew to the continuance of the service to the country which he in his lifetime so well performed. Let us here resolve that we are pledged again to cherish, maintain and extend the institutions of American freedom, to foster true patriotism, and love of country, and to aid in securing for mankind the blessings of liberty. Our Chaplain will now lead us in prayer.

Chaplain: Our heavenly Father, we thank Thee for our Country, for its glorious past and its promising future, and for the lives of those who have loved this land and have served it. We commend to Thee the soul of our departed Compatriot, who in his lifetime gave to his native land the testimony of his sincere patriotism. Amen.

President: It is now our will that our deceased Compatriot may continue to wear the insignia of our order. (The Secretary places on the coat of the deceased the ribbon of the Society.)

Secretary: We leave with you the symbol of our Order. (NOTE: The placing of the insignia is optional and should depend upon the desires of the next of kin.)

President: It is now our will that our departed Compatriot carry with him a symbol of our mourning. (An officer places a flower in the casket of the deceased.)

Secretary: This is a tribute from those who mourn you.

President: It is finally our will that the Flag our Compatriot loved be placed upon his casket.

(An officer places a small U. S. Flag on the casket.)

Officer: Here we place a Flag of our beloved country.

Chaplain: Almighty God, who art the only Source of health and healing, the Spirit of calm and the central Peace of the universe, grant to us, Thy children, such a consciousness of Thy indwelling presence, as may give us utter confidence in Thee. And all those dear to us, we entrust to Thy never failing care and love, for this life and the life to come. May the peace of God, which passeth all understanding, keep your hearts and minds in the knowledge and love of God, and of His Son, Jesus Christ our Lord; and the blessing of God Almighty, the Father, the Son and the Holy Ghost, be amongst you, and remain with you, always. Amen.

If the decedent saw active military service, "Taps" are now sounded by the bugler. The Compatriots then reverently file past the casket, and follow the President out, the Color Guard remaining until all are gone, and then lowering (retrieving) colors and filing out.

NOTE: For compatriots who do not profess the Christian faith, the foregoing suggested ritual and the following memorial service suggestions may quite properly be altered to conform to the applicable customs of the faith of the deceased.
A SUGGESTED MEMORIAL SERVICE FOR DEPARTED SAR COMPATRIOTS

President: Compatriots, we meet at this time to commemorate our fellow members who have answered the last call since our last Society meeting. The Chaplain will preside.

Chaplain: Mr. President, Compatriots, I am at your service and shall endeavor to perform this solemn duty in the spirit of true Christian Faith. Mr. President, to whom should we look for help in life's battles?

President: "Our help is in the name of the Lord, who made heaven and earth."

Chaplain: Mr. Vice-President, what assurance have we of a prolonged stay among the scenes and activities of this life?

1st V. P.: "For we are strangers before Thee and sojourners, as were all our fathers; our days on the earth are as a shadow, and there is none abiding."

Chaplain: Mr. Vice-President, do you have a message of condolence?

2nd V. P.: The Holy Bible tells us: "Like as a father pitieth his children, so the Lord pitieth them that fear Him. For He knoweth our frame; He remembereth that we are dust."

Chaplain: And I, too, have a message of inspiration for all Compatriots and their families that should inspire us now, at this solemn moment, and all through life. This message is from Christ, the Head of the Church, who said: "I am the resurrection and the life; he that believeth in me, though he were dead, yet shall he live; and whosoever believeth in me shall never die." Compatriots, let us so live that when that last summons comes for us, we may depart this life
(Reading of names with Chapter)_________________

Let us pray: Our gracious heavenly Father, in silent reverence we recognize the truth of Thine inspired words: "I am the resurrection and the life: He that believeth in me, though he were dead, yet shall he live. As Compatriots answer the last summons from Thee, we ask that Thou wilt look with mercy upon their families, and with Thine own tenderness console and comfort them. And now, our Heavenly Father, bless our country with freedom, peace and righteousness. Through Thy favor may we all meet at last before Thy throne in Glory. All this we pray through Jesus Christ our Lord. Amen."

REVOLUTIONARY WAR PATRIOT GRAVE MARKING CEREMONY SUGGESTIONS

SAR Official: Welcome and Greetings
Presentation of the Colors: SAR Color Guard, Military Unit, ROTC, Scouts or other appropriate group.
Invocation
Pledge of Allegiance to the flag
SAR Pledge by SAR Members
Introduction of the assembly to the Society Sons of the American Revolution.
Life of Patriot and his/her revolutionary patriot service
Decoration of the grave with wreath or other floral arrangement
Introduction of descendants of Patriot in attendance or identify those that could not be at the service
Dedication of the Marker

Leader: If the past is indeed prologue, then a glimpse into the past can provide a source of wisdom and inspiration for the future. As we honor this patriot today, let us be mindful of his/her service to our nation, and let us rededicate ourselves to the principles for which he/she held sacred.


**Chaplain:** As we gather, O God, for this dedication today, we ask your blessing upon each of us. We thank you for this occasion as we honor the memory of [name]; we esteem his/her patriotism and courage, his/her faith and loyalty, and his/her willingness to sacrifice to make our world a better place. We thank you, too, for America and all patriots who have given us the liberties and privileges that we enjoy. May we be willing to serve you and our nation even as [name] did. May the ideals that we remember from the past sustain us today and safeguard us tomorrow. Amen

**Leader:** We, the members of the [chapter number] Chapter, XX State Society, Society Sons of the American Revolution dedicate this marker to the glory of God and in recognition of the memory of [name], a patriot of the American Revolution.

**Speaker:** (Appropriate 10-15 minutes for eulogy of the Revolutionary War Patriot or a patriotic speech.)

**Chaplain:** Almighty God, as we go from here, may this marker remind all who pass by of the devotion and dedication of all who have made our nation great. May all be humbled and encouraged by this marker to esteem and perpetuate these virtues with our lives. May the peace of God, which surpasses all, guard our hearts and minds in the ties of friendship and unity of love. Amen.

Comments by any of the Patriot’s descendants

SAR Recessional by SAR members

(Use of musical instruments, bands or choirs in the ceremonies is always encouraged.)