



**California Society Sons of the American Revolution**

**State and Chapter Officer Reference Manual**

**January 3, 2022**

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## INTRODUCTION

This Reference Manual was developed to be a convenient high-level guide for state and chapter officers and committee chairs of the California Society Sons of the American Revolution (hereinafter referred to as CASSAR). Discussions have been held over several years with many CASSAR compatriots, other state societies and past General Officers to help identify the needs of state/chapter officers and members.

The chapters within the CASSAR, while functioning under the Constitution and By-laws of the National and State Society, are very diverse – due to size, location, membership and interests that vary among chapters in California. Large chapters may require seven or more officers and committee chairs, while small ones may only need three or four. Participation in activities will also vary, depending on the size and interests of the chapter members. Nonetheless, they all exist to support the mission and goals of the National Society.

In order for this manual to be useful, all officers, committee chairs and members should be made aware of its existence. While this is intended as a general high-level discussion, any Compatriot wishing to assume leadership positions in the SAR at the chapter, state or National levels are encouraged to become familiar with the National Handbook, which can be found at <https://www.sar.org/nssar-handbook/>. The National Handbook (currently at 8 volumes) is updated periodically, so it is recommended that the reader check the Handbook occasionally to ensure the latest information is used.

Because of the volume of information available and periodic changes being made to rules, regulations and bylaws, it is not possible to include all information in detail in this document. Links are provided where appropriate to allow viewing or downloading of the most recent information from active web pages. The latest information will reside on the CASSAR web page at [www.CaliforniaSAR.org](http://www.CaliforniaSAR.org) or on the NSSAR web page at [www.sar.org](http://www.sar.org), so the reader of this handbook is encouraged to check the referenced websites for the latest revision of the document – rather than relying on a potentially outdated copy of this manual. Much of the information contained herein is copied directly from the source documents, but this manual serves to pull all information into one document.

The California Society's newsletter (the *California Compatriot*) is also a valuable tool for keeping abreast of current events as is the *SAR Magazine*. The *California Compatriot* is posted online at <https://www.californiasar.org/compatriot/>, while the *SAR Magazine* is mailed to Compatriots via US Mail; past issues of the *SAR Magazine* and *California Compatriot* are also available online. Many chapter newsletters can also be found online on chapter web pages.

Those individuals wishing to advance to leadership positions within the chapter or state society should also become familiar with the California Attorney General's Guide for Charities, especially those sections addressing officer/director responsibilities. Refer to [https://www.oag.ca.gov/sites/all/files/agweb/pdfs/charities/publications/guide\\_for\\_charities.pdf](https://www.oag.ca.gov/sites/all/files/agweb/pdfs/charities/publications/guide_for_charities.pdf). Failure to abide by these requirements CAN result in revocation of the organization's tax-exempt status and/or subject the officers and directors to additional penalties.

Compatriots are reminded that the SAR is a non-partisan organization. State Societies and Chapters must never endorse or recommend any candidate for public office, nor may meetings include the discussion of merits or demerits of such candidates. See Vol 3 of the NSSAR Handbook, page 15, for additional information.

All Compatriots are expected to comply with applicable federal, state, and local laws and regulations and with NSSAR and CASSAR bylaws and policies, including those dealing with ethics or conduct. Model disciplinary procedures are being developed at the National level, and are expected to be approved in 2022. These procedures, once approved, can and should be adopted for implementation at the state level.

It should be recognized that the work done on this project could not have been accomplished had it not been for the contributions of and proofreading by many compatriots – too many to acknowledge individually. I extend my thanks to you.

Your comments and suggestions are appreciated and will serve to enhance the communications among all California compatriots.

**Derek J. Brown, PE**

*Past President CASSAR 2018-2019*

*Trustee (CA) NSSAR 2019-2021*

*Inspector General NSSAR 2019-2022*

*Registrar, Thomas Jefferson Chapter CASSAR*



## **HISTORY OF THE NSSAR**

The Sons of the American Revolution was incorporated in Connecticut on January 17, 1890 and later chartered by the United States Congress on June 6, 1906. Prior to 1890 a number of state societies were formed. These were led by the Sons of Revolutionary Sires, which was organized July 4, 1876 in San Francisco, California. Acting on a resolution by the New Jersey Society, delegates from thirteen state societies met at Fraunces Tavern in New York City on April 30, 1889 in celebration of the one hundredth anniversary of the inauguration of George Washington. It was on this date that the National Society of the Sons of the American Revolution was organized.

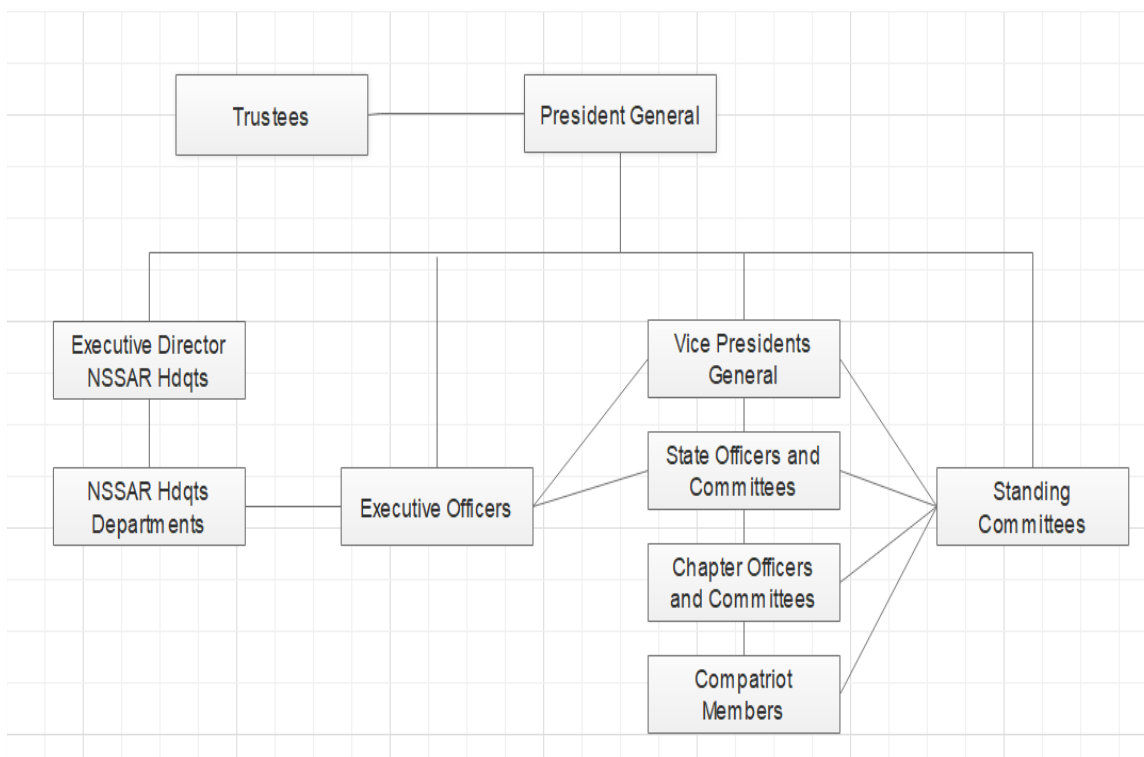
## **HISTORY OF THE CASSAR**

The California Society of the Sons of the American Revolution was instituted October 22<sup>nd</sup>, 1875. It was the first body in inception, institution and organization, to unite the descendants of Revolutionary patriots and perpetuate the memory of all those who took part in the American Revolution and maintained the Independence of the United States of America. It was fully and completely organized on the 4<sup>th</sup> of July, 1876, under the name of "Sons of Revolutionary Sires." On the 30<sup>th</sup> of April, 1889, a number of similar co-equal Societies of different States formed a general Society under the name of "The National Society of the Sons of the American Revolution," in which movement this Society heartily co-operated and changed its name to The California Society of the Sons of the American Revolution, under which latter name it has been since known. The acronyms SAR, NSSAR and CASSAR have been used to identify ourselves for over 100 years.

A current list of all past presidents of the CASSAR can be found on the CASSAR web page at <https://www.californiasar.org/wp-content/uploads/California-Society-Presidents-Book-2021.pdf>

## ORGANIZATION

The Sons of the American Revolution is (at a high level) organized as shown in the following chart:



General Officers of the NSSAR and trustees are elected at the National Congress each year, and are sworn in that time. Brief discussions of the national officers and positions are covered later and in the National Handbook, Volume 1.

The NSSAR holds three meetings each year; two Leadership meetings (spring and fall) which are generally held at the SAR headquarters in Louisville, and the annual Congress which is typically held in July of each year. All compatriots are welcome to attend the leadership meetings and the Congress; state officers are encouraged to attend.

Most of the National Society's business is handled during the leadership meetings in Louisville, KY, and includes meetings of the trustees and the various committees.

The National Congress is held in July at various locations throughout the country. While some of the Society's business is conducted at this time at the Trustee's meetings and some committee meetings, the primary focus is recognition of the Compatriots from the previous year, elections of General Officers and youth awards presented to national winners.

## **NATIONAL OFFICER DUTIES**

A brief description of the National Officer's duties is included below; more comprehensive descriptions of each officer's duties can be found in Volume 2 of the National Handbook. See [SAR Handbook – National Society Sons of the American Revolution](#). Each of the officers below is elected at the annual National Congress.

**President General** – He serves as the Chief Executive Officer of the National Society.

**Secretary General** – He serves as the Secretary of all National Society meetings, including those of the Executive Committee, the Board of Trustees and such other meetings of the National Society as may be required in the conduct of the Society's business.

**Treasurer General** – He serves as the Chief Financial Officer of the National Society.

**Chancellor General** – He serves as legal advisor to the National Society.

**Genealogist General** – He examines all applications for membership in the Society and approves those applications found to be in accordance with the policies, criteria and procedures established by the NSSAR. The duties of this position may actually be performed by the genealogist staff at NSSAR Headquarters.

**Registrar General** – He is the custodian of the membership data of the National Society, and maintains a roster of members and related data.

**Historian General** – He, working with the Education Director, oversees the history programs of the National Society.

**Librarian General** – He is the custodian of the books, manuscripts, maps, microfilm, pamphlets, magazines and all other such printed material in the National Society's Library.

**Surgeon General** – He advises the Executive Committee and the Board of Trustees of any health matter(s) which may be of concern to the National Society's membership.

**Chaplain General** – As a regularly ordained minister, he opens and closes meetings of the National Society with such services as are usual and proper on such occasions. The Chaplain General is usually responsible for the memorial services held at Congress and the two leadership meetings.

**Vice President General** – There is one (1) Vice-President General elected from each of the 14 Districts of the National Society. The Vice-President General (VPG) is a General Officer, just below the President General. Additional information about the VPG’s duties can be found on the NSSAR website at [Helpful Notes for VPGs \(sar.org\)](https://www.sar.org/helpful-notes-for-vpgs)

The California Society is within the Western District, which also includes the Nevada Society and the Hawai’i Society. The Western District website and related information (including bylaws) can be found at [Western District SAR – Western District SAR \(wdsar.org\)](https://www.wdsar.org).

**National Trustee** – The Board of Trustees is the legal custodian of all National Society property, both real and personal. Each State Society nominates one Trustee and one Alternate Trustee, who are then elected at the end of the National Congress to serve until their replacement is elected – generally, one year. In other words, the Trustee serves for a year, starting at the end of the Congress at which he was elected/sworn in and serving until the end of the following year’s Congress when the new Trustee is elected and sworn in. Additional information on the trustee’s duties follows later in this document, since they are nominated by their state society.



## NATIONAL STAFF

There are six divisions within the National Staff organization, as follows:

**Administration** – This includes the office of the Executive Director who oversees the operations of the NSSAR Headquarters, while collaborating with the SAR General Officers and other officers of the organization.

**Education, Museum and Library** – This includes the functions of educational outreach, the genealogical research library and the museum collection.

**Finance** – This includes all financial accounting functions associated with operation of the National Society and necessarily coordinates with the Treasurer General and the various financial committees.

**Merchandise** – This group is responsible for all Merchandise operations, including the purchasing and stocking of materials as well as the processing of orders from SAR state-level societies, chapters, and individual SAR members.

**Operations** – This group includes the following functions – Registrar, Genealogy, Information Technology and Special Events functions of the SAR Headquarters. This group is also responsible for management and maintenance of the SAR facilities and databases and related systems associated with membership.

**SAR Foundation** – This group is essentially the fundraising arm of the National Society staff. They seek to support the mission of the NSSAR through fundraising events and programs, grant seeking, and donor stewardship.

More information on the National Staff can be found at [SAR Staff – National Society Sons of the American Revolution.](#)

More information on the SAR Foundation can be found at [Sons of the American Revolution Foundation \(sarfoundation.org\).](#)

## NATIONAL COMMITTEES

The list of National Committees can be found on the NSSAR web page at [Committees – National Society Sons of the American Revolution \(sar.org\)](#) and is reprinted below. Volunteers who serve on boards and committees are the lifeblood of the National Society. They assist the SAR in policy making, assure the success of programming, reduce costs through their tireless work, and help to provide services to our members and the community. The SAR values each and every member, but those who show their passion and commitment to the SAR through their volunteering efforts stand out among the crowd. If you would like to serve on a national committee, please look for your area of interest and contact the chairman of that committee.

The recent reorganization (July 2021) of the committee structure has resulted in some of the committees being redefined as subcommittees of other committees to better coordinate efforts of related groups. Nonetheless, the activities and efforts spearheaded by the various committees and subcommittees generally remain the same.

COMMITTEE NAME	CLICK BELOW:
American 250 <sup>th</sup> SAR Committee	<a href="#">WEB PAGE</a>
American History Teacher Award Committee	<a href="#">WEB PAGE</a>
Americanism Committee	<a href="#">WEB PAGE</a>
Audit Committee	<a href="#">WEB PAGE</a>
Branding and Engagement Committee	<a href="#">WEB PAGE</a>
Budget Committee	<a href="#">WEB PAGE</a>
Bylaws, Rules, and Resolutions Committee	<a href="#">WEB PAGE</a>
CAR Liaison Committee	<a href="#">WEB PAGE</a>
Chaplains Committee	<a href="#">WEB PAGE</a>
Color Guard Committee	<a href="#">WEB PAGE</a>
Congress Planning Committee	<a href="#">WEB PAGE</a>
Congress Review Committee	<a href="#">WEB PAGE</a>
Council of Presidents General	<a href="#">WEB PAGE</a>
Council of State Presidents	<a href="#">WEB PAGE</a>
Council of Vice Presidents General	<a href="#">WEB PAGE</a>
Council of Youth Awards	<a href="#">WEB PAGE</a>
DAR Liaison Committee	<a href="#">WEB PAGE</a>
Eagle Scout Committee (Arthur King)	<a href="#">WEB PAGE</a>
Education Committee	<a href="#">WEB PAGE</a>

COMMITTEE NAME	CLICK BELOW:
Ethics Committee	<a href="#">WEB PAGE</a>
Executive Committee	<a href="#">WEB PAGE</a>
Finance Committee	<a href="#">WEB PAGE</a>
Flag Committee	<a href="#">WEB PAGE</a>
Fundraising Committee	<a href="#">WEB PAGE</a>
Genealogical Research System Committee	<a href="#">WEB PAGE</a>
Genealogy Committee	<a href="#">WEB PAGE</a>
George Washington Endowment Fund Board	<a href="#">WEB PAGE</a>
George Washington Endowment Fund Distribution Committee	<a href="#">WEB PAGE</a>
George Washington Endowment Fund Fundraising Committee	<a href="#">WEB PAGE</a>
Governance and Organization Committee	<a href="#">WEB PAGE</a>
Handbook Committee	<a href="#">WEB PAGE</a>
Headquarters Building Management Committee	<a href="#">WEB PAGE</a>
Historic Sites and Celebrations Committee	<a href="#">WEB PAGE</a>
History Committee	<a href="#">WEB PAGE</a>
Hospitality and Music Committee	<a href="#">WEB PAGE</a>
Human Resource Committee	<a href="#">WEB PAGE</a>
Information Technology Committee	<a href="#">WEB PAGE</a>
Insurance and Risk Management Committee	<a href="#">WEB PAGE</a>
Investment Committee	<a href="#">WEB PAGE</a>
King's College London Partnership Committee	<a href="#">WEB PAGE</a>
Knight Essay Contest Committee	<a href="#">WEB PAGE</a>
Ladies' Auxiliary Liaison Committee	<a href="#">WEB PAGE</a>
Legal Advisory Committee	<a href="#">WEB PAGE</a>
Library and Archives Committee	<a href="#">WEB PAGE</a>
Magazine Committee	<a href="#">WEB PAGE</a>
Master of Ceremonies Committee	<a href="#">WEB PAGE</a>
Medals and Awards Committee	<a href="#">WEB PAGE</a>
Medical Committee	<a href="#">WEB PAGE</a>
Membership Committee	<a href="#">WEB PAGE</a>
Merchandise Committee	<a href="#">WEB PAGE</a>
Minuteman Award Committee	<a href="#">WEB PAGE</a>
Museum Board	<a href="#">WEB PAGE</a>
Newsletters and Publications Committee	<a href="#">WEB PAGE</a>

COMMITTEE NAME	CLICK BELOW:
Nominating Committee	<a href="#">WEB PAGE</a>
Officer Training Committee	<a href="#">WEB PAGE</a>
Operation Ancestor Search Committee	<a href="#">WEB PAGE</a>
Patriot Records Committee	<a href="#">WEB PAGE</a>
Patriotic Outreach Committee	<a href="#">WEB PAGE</a>
Premium Member Medals Program	<a href="#">WEB PAGE</a>
Protocol Committee	<a href="#">WEB PAGE</a>
Public Relations Committee	<a href="#">WEB PAGE</a>
Public Service and Heroism Committee	<a href="#">WEB PAGE</a>
Records Digitization Committee	<a href="#">WEB PAGE</a>
Reenactor and Living History Liaison Committee	<a href="#">WEB PAGE</a>
ROTC, JROTC, and Service Academies Committee	<a href="#">WEB PAGE</a>
Rumbaugh Orations Contest Committee	<a href="#">WEB PAGE</a>
SAR Annual Conference on the American Revolution Committee	<a href="#">WEB PAGE</a>
SAR Education Center & Museum Committee	<a href="#">WEB PAGE</a>
SAR Implementation Committee	<a href="#">WEB PAGE</a>
Social Media Committee	<a href="#">WEB PAGE</a>
Social Media Committee	<a href="#">WEB PAGE</a>
Strategic Planning Committee	<a href="#">WEB PAGE</a>
Veterans Committee	<a href="#">WEB PAGE</a>
Veterans Recognition Committee	<a href="#">WEB PAGE</a>
Younger Members Committee	<a href="#">WEB PAGE</a>
Youth Exchange Program	<a href="#">WEB PAGE</a>

## CASSAR STATE OFFICERS AND COMMITTEES

A current list of the California State SAR officers and committee chairs can be found online at [SAR California Officers & Program Administrators \(californiasar.org\)](http://californiasar.org), with position descriptions listed in the CASSAR Bylaws – see [About California SAR – SAR California](#). In general, the term of office is one year, except for the Vice President – Membership (2 years) and the Investment Fund Trustees (staggered 3-year terms). The term “Board of Managers” is used periodically in this section, and includes the state officers and chapter presidents.

Following is a general description of their duties:

**State President** – He presides at all meetings of the Society, including the Annual Spring Membership meeting and the Fall Board of Managers meeting, and exercises the usual functions of a presiding officer under Robert’s Rules of Order and the CASSAR Articles & Bylaws.

He represents the CASSAR at the National Congress during his term of office and should attend the National Leadership and Trustee meetings as well as the Council of State Presidents (CoSP) meetings held during Congress and the National Leadership meetings. He also continues as a member of the CoSP as immediate past president of the CASSAR.

He represents the State Society and should attend State Meetings of the DAR and CAR and as many SAR Chapter meetings as possible during his term of office, whether in person or virtually.

He is responsible for appointing Committee Chairs for the standing committees as outlined in the Bylaws of the California Society. Most State Presidents allow the committee chairs to appoint committee members, but the State President can opt to appoint all committee members unless otherwise specified.

He should work with the Executive Vice-President of the status of the State Society in order to facilitate a smooth transfer upon surrender of the office.

He should be listed as the primary officer of the corporation in the California Secretary of State’s Office.

He should endeavor to keep good order and harmony throughout the Society.

**State Vice-President** - There are four vice-presidents within the CASSAR; an Executive Vice-President (President-Elect), two regional vice presidents (Vice-President North and Vice President South) and Vice President Membership. A description of their duties follows:

The State Executive Vice-President functions statewide and is resident of the opposite part of the state from that of the President. As president-elect, he is listed on the ballot but is not required to stand for election to the office of President.

In the absence of the President, he presides over and performs the duties of the State President, and is his representative to other state events such as the CAR and DAR state conferences, should the President be unable to attend. He will be expected to assume the duties of State President in the event the State President is not available.

He supervises arrangements for state meetings acting as Chairman. The Presidents of the respective host Chapters for the various meetings of the Board and of the society, together with such Chapter members as each of these Chapter Presidents shall deem necessary, shall be the other members of this committee. This includes such items as hotel selection, menu items, meeting room arrangements, invitations to DAR, CAR, any speakers, and SAR dignitaries.

He should arrange for a special Officers Dinner to honor dignitaries representing the NSSAR (President General, Vice-Presidents General, General Officers, and other personages) who attend the State Meetings.

As the Executive Vice-President of the CASSAR, he is a member of the Council of State Presidents (CoSP) which meets at the National Spring and Fall Leadership meetings and the National Congress, and is expected to attend said meetings.

The regional State Vice Presidents (North and South), in their respective parts of the state, are assigned oversight responsibility for the operation and management of the chapters.

The senior regional Vice President shall assume the duties of Executive Vice-President in the event of death, disablement, or unwillingness to serve.

The regional Vice Presidents should maintain open communication with each other and the Executive Vice President so as to become familiar with the roles of the offices held and to facilitate maintenance of harmony within the Society.

The regional Vice Presidents also act as the state flag committee co-chairs for all flag-related efforts; and collect flag ceremony-related information for forwarding to the NSSAR Flag Committee chair in a timely manner.

The Vice President for Membership provides guidance and assistance to the chapters statewide in membership recruiting, retention and reinstatement. He is generally the primary point of contact for those interested in becoming members of the Society and works with chapter registrars to facilitate developing of applications. He should routinely obtain a list of dropped members from the State Secretary and correspond with those dropped members and their Chapters to encourage their reinstatement.

It is recommended that the Executive Vice President and the regional Vice-Presidents attend the National Leadership/Trustee meetings and the National Congress, so as to become familiar with the procedures and responsibilities. Again, the National Handbook is an invaluable resource where matters of protocol are concerned.

**State Treasurer** – He is the Chief Financial Officer of the Society and serves as a member of the Budget and Planning Committee.

He collects and keeps the general operating funds and the investment funds of the Society except for the Permanent Fund and the corpus of the CASSAR Education Fund. The State Treasurer maintains all funds in accounts that provide the best return on investment without taking any unnecessary risks of loss.

He expends funds of the Society as directed by the Board through the adoption of a budget or by specific direction for a particular item and pays all debts of the Society only upon presentation of proper documentation and prior authorization from the Board of Managers.

He prepares the draft of the preliminary proposed budget for the coming year for presentation to the Budget and Planning Committee at each Fall meeting of the Society and prepares the proposed budget for the coming year for presentation to the Budget and Planning Committee at each Spring meeting of the Society.

He keeps a true account of his receipts and disbursements and at each Annual Meeting render the same to the Society. He provides a detailed financial report by budget category for income and expenses to the Budget and Planning Committee and to the Board of Managers at each state meeting.

He works with the Audit Committee prior to the Annual Meeting of the Society by presenting and explaining all financial transactions and bookkeeping for the business year just ending; and works with the State Secretary in receiving annual dues from the members through their chapters, and in providing the State Secretary with payment to the National Society for all dues paid annually to it with the Annual Membership Report from the State Society.

He causes the income tax federal (IRS Form 990) and state (FTB Form 199) forms and Attorney General Registry of Charitable Trust Form CT-2 to be prepared and filed before August 15 of each year and maintains the tax ID number of the State Society and the constituent Chapters so as to maintain the tax-exempt status of the California Society.

Note: The business address for the California Society is that of the state treasurer. A Post Office Box is not acceptable to the Secretary of State's Office.

**Investment Fund Trustees** – The three trustees are responsible for managing the investment funds and reporting on the status at the Annual Meeting in the spring and the fall Board of Managers meeting. This includes administration of the Life Membership Fund.

**State Secretary** – He works with the State Historian to ensure that accurate minutes of the State Membership Meeting and Fall Board of Managers meetings are recorded. He should mail the meeting minutes to the Executive Board and Chapter Presidents at least 30 days prior to annual meetings.

He issues meeting notices of the State Meetings and ensures that notices of the annual meetings are properly published and that the membership is notified within the constraints outlined in the California Society's Articles and Bylaws. The Secretary maintains the minutes of meetings, either in a book designated for that purpose or online.

He maintains a detailed membership list and assures that the Registrar General has a current membership roster of dues paid members annually, no later than January 31 of each year according to the bylaws of NSSAR.



He is responsible for reporting to the Executive Director NSSAR the following:

- A list of dues paid members who have renewed their memberships in the Society.
- Those dropped for non-payment of dues.
- Those who are deceased.
- Those who have duly executed a proper transfer to or from this society
- Those who have been properly reinstated to membership.
- Junior members
- NSSAR Life Members
- Emeritus Members
- New Members
- State Dual Memberships

He shall, on or before January 29 of each year, submit a written annual Report for the State Society in the format and with the attachments as required by the National Society.

He reports to the National Society those compatriots who have been duly elected to represent the California Society as state officers (including chapter officers) no later than April 15, and report to the president of the Council of State Presidents the names of the newly elected State President and Executive Vice President.

He reports to the National Society those compatriots who have been duly elected to represent the California Society as delegates to the annual National Congress no later than June 9 of each year. He also completes and mails to each delegate the Certification of his being a delegate, so that the delegate may be allowed to vote at the annual National Congress.

He reports the Officers of the California Society that have been duly elected and properly installed at the annual membership meeting and provides to the National Society, the name, current address, and office of each Chapter President and Chapter Secretary. This should be done as soon as possible after the Annual Meeting to allow the editor of the SAR Magazine to properly publish these names and addresses in a timely manner.

He is to be listed as corporate officer in the annual filing with the California Secretary of State's Office. In addition, the Secretary shall maintain the tax-exempt status with the California Department of Revenue.

He should ensure that each new Compatriot receives a properly executed and signed membership certificate. He should also provide the location of the CASSAR Constitution and Bylaws as well as the location where each new member may obtain the latest issue of the National Constitution and Bylaws.

He should notify the Registrar General of the death of any compatriot and shall place the information on the Obituary Form provided by the National Society and should also notify the state chaplain of such information.

He maintains copies of all past and present applications of CASSAR members. The State Secretary shall supply to the Daughters of the American Revolution and the Children of the American Revolution all information that is available on a California application from said officers of those societies when requested.

After coordination with the President, the State Secretary provides the agenda for both the Spring Meeting of the Membership and Fall Meeting of the Board of Managers.

The State Secretary obtains officers reports from all State Officers and Committee Chairs and prepares the annual state report to be published on the CASSAR website 30 days prior to the Annual Meeting of the CASSAR. In addition, the State Secretary should obtain the annual change of officer reports no later than January 31 of each year from the chapter secretaries.

The state secretary should conduct annual training sessions with chapter secretaries to review the procedures for filling out the CASSAR Reconciliation Report, NSSAR/CASSAR Reports, and information and dates for reports that are required to be sent to CASSAR.

**Deputy/Assistant Secretary** (a non-voting, non-elected officer) may be appointed by the state president to assist the State Secretary as needed, to train in all the duties of the Secretary. When the current secretary retires, the deputy secretary will be in an excellent position to run for secretary, as he will have been already trained for the position.

The duties of the Deputy Secretary will generally have the following defined duties:

- Have complete charge of the Change of Officers reports which is prepared for the Executive Board of the names and email addresses of the chapter officers.
- Collect the annual chapter, and bi-annual CASSAR officer and committee reports and submit them to the state secretary at least 45 days prior to the meetings.
- Maintain a current email contact list.
- Provide web site updates to CASSAR IT Chairman as needed.
- Send the national roster to chapters for reconciliation (mid-year) so the chapter can reconcile their roster prior to the annual CASSAR/NSSAR Reconciliation Report. He shall report any errors in between the NSSAR report and the chapter reports to the state secretary for resolution.
- Assist the Secretary in collecting and preparing all year-end reconciliation reports.

**State Registrar** – He reviews evidence of ancestry and service of applications submitted to him using standards approved and issued by the National Society and should respond to applicant and member queries regarding National Society application requirements.

Upon receipt of applications from Sponsoring Chapter Registrars, he should review the application and supporting documentation for problems which would likely result in their pending by the National Genealogy Staff, and notify the sponsoring Chapter Registrars of problems that needing correction. For applications that are pended, the State Registrar works with the Chapter to correct discrepancies in a timely manner.

He should assure that proper fees accompany the applications and forward to the State Secretary for forwarding. The State Secretary forwards the State fees to the State Treasurer and the Application and National fees to the Treasurer General using the NSSAR transmittal form to the National Society for review and approval.

He should work with the Genealogist General and the Staff Genealogist to get applications approved in an expeditious manner.

He should maintain an official log of applications for new memberships and supplemental applications that include the applicant's name, ancestor, date received, and date transmitted to National Society. The log shall also include notations for additional information sought and final approval status.

He should maintain a log of National Society transmittals and dispense information from this log to other State of Chapter Officers upon request.

**State Chancellor** – He shall be an attorney licensed to practice law in the State of California and serve as the Corporate Counsel for the CASSAR. He provides legal advice on SAR matters to the Annual Meeting of Members, Board of Managers and Officers of the State Society, serves as the Parliamentarian at all State Meetings to advise the chair in its rulings on proper parliamentary procedure and serves as a member of the State Bylaws and Resolutions Committee to draft the language of proposed amendments to the Articles of Incorporation, State Bylaws and State Standing Rules.

He shall ensure that the official State Society copy of the CASSAR Articles of Incorporation, State Bylaws and State Standing Rules are maintained on the CASSAR web page at [About California SAR - SAR California](#) .

He shall serve as the Chief Justice of the State Society to decide matters of law including, but not limited to, the interpretation of the Articles, Bylaws, Standing Rules and Robert's Rules of Order (Revised) to a given fact situation when requested by the Meeting of Members, Board of Managers or a State Officer acting within the scope of his office.

**State Chaplain** – He should attend all State meetings and be able to provide Invocations and Benedictions for meetings and meals at each function. He should forward condolence cards to the family of compatriots upon notification of their death; provide Chapters reimbursement of funds by CASSAR for Memorial Markers (3 1/2" marker cat #0603C) available through NSSAR Merchandise; compile a necrology report for the Annual meeting of the Membership; and conduct Memorial Service at the Annual meeting for those compatriots who passed during the preceding year.

He will also serve as Ethics Committee Chairman (see Bylaw #5, Sec 2j).

**State Genealogist** – He shall review evidence of ancestry and service of applications submitted to him using standards promulgated by the National Society and issued under guidelines from the Genealogy Committee and the Genealogist General.

He assists the sponsoring Chapter of discrepancies with pending applications and works with the State or Chapter Registrars to correct and get applications approved and forwarded to the National Staff Genealogist for final approval. He also works with the Staff Genealogist in reviewing applications that have been held up for additional information from the applicant. He should also assist the applicant in obtaining the necessary documentation requested.

He should keep his State Society informed to new changes and policies recommended by the Genealogy Committee and the Genealogist General.

He should be available to any member of this society for assistance in preparing applications for prospective members or for preparing their supplemental applications.

**State Historian** – He is generally charged with taking the minutes of the two state meetings. He should submit articles of historical interest to the *California Compatriot*, and assist and encourage chapters to elect or appoint a Chapter Historian who should present a historical story or event during regularly scheduled chapter meetings. A calendar which portrays historical events on certain days of the year is a good source.

He might also collect and maintain the State Meeting agenda and all events that have taken place during those meetings including photographs and other important materials that may have historical importance. He acts as the State Archivist, maintaining a safe place to keep important documents, books, membership applications and other articles of historical importance. He will be the recipient of historical information both past and present unless otherwise directed by the Board of Managers.

He should coordinate with the state secretary as to who will be responsible for taking minutes and photographs of the two state meetings.

**CASSAR Compliance Officer** (appointed) shall maintain a list of all the chapters tracking when they have submitted a) the annual tax forms, b) the annual change of chapter officer reports, and c) the annual reports for the BOM meeting. He shall contact the chapters and remind them to submit the required taxes and reports to him. If any chapters fail to submit their reports in full, he shall contact the relevant vice president north/south to contact the chapter and get any missing reports or information.

**National Trustee** – He represents this Society on the National Board of Trustees. In discharging his duties as set forth in the Constitution and By-Laws of the National Society of the Sons of the American Revolution, he shall always endeavor to express the true consensus of the State Society and to exercise his own judgment within the scope of the State Society's position and guidelines to him.

Per the National By-Laws No.16, Section 2 an Alternate Trustee shall be chosen by the Board of Managers to act in place of the Trustee when required.

This position is considered a National Office. Each State Society nominates a Trustee and an Alternate Trustee during their Annual meeting; but they are actually elected and sworn in as part of the last business item at each Congress. The new Trustee then serves from the end of the Congress at which he was elected until the end of the next Congress when the next (new) Trustee is elected and sworn in.

The Alternate Trustee represents the State Society at the Trustee's meetings if/when the elected Trustee is unable to attend. It is therefore critical that the Alternate Trustee become familiar with the roles and responsibilities of the position; typically by attending the Trustee meetings.

It is customary for the immediate past President to fill the role of Trustee for the next year. However, it is up to the nominating committee to make this nomination. The nominating committee should be certain that the requirement is met for the nominee to attend the two leadership meetings in Louisville and the next Congress. The Trustee carries the one vote allowed for a state society at Trustees Meetings. An Officers Streamer Award is made to those states societies who attend all three meetings.

The Trustee should be familiar with the CASSAR Bylaws and the National Handbook. Note that, unlike all other state officers, the Trustee is not installed until the very last activity at Congress. It has become the custom for the California Society President to present the Trustee with a Trustees pin and certificate at the first BOM meeting following Congress.

Although the Trustee and Alternate Trustee positions are national offices, they are nominated at the CASSAR annual meeting in April; the following guidelines are enumerated below and are not discussed under the National Officers section.

The Charter of the National Society SAR states that not less than 40 Trustees who shall be elected annually at such time as fixed by the Bylaws shall manage the property and affairs of the Society. Trustees shall hold office for one year, and/or until their successor are elected and qualified. Said Trustees shall each serve without compensation. (Article IV, Section 2 of the National Constitution provides that a Board of Trustees, consisting of the General Officers, living Past Presidents General and one member from each State Society, shall administer the affairs of the National Society.)

No compatriot should accept the office of Trustee unless he is willing to actively assume all of the responsibilities and duties thereof. If he does not have the time, resources and interest to devote to the office, he should decline, and another nominee should be elected. The capabilities of a nominee should be the prime factor in his election.

Each State Society nominates a Trustee and an Alternate Trustee, but only the National Society elects them.

A Trustee is junior in rank to National officers and senior to State officers on all issues of protocol.

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's Board of Managers. Normal procedure, but not required, is that the immediate Past State President serves as National Trustee, and that the office be rotated from year to year.

A Trustee should 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; he should attend Western District Meetings when called by the District Vice-President General; attend and represent his State Society at all meetings of the Trustees; and encourage his State Society to recommend qualified compatriots for National committees. These recommendations should be submitted to the National Executive Secretary, by May 1<sup>st</sup>, who will transmit them to the newly elected President General; 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; and invite and encourage his State President and other State Officers to attend National Trustee meetings so that they may collaborate upon the issues present (visitors have the freedom of the floor, but not a vote).

He should maintain a close and constant relationship with the Vice President General of the Western District. When required by National Society action, he should recommend the State and Chapters review, revise and update their Bylaws; and serve as liaison between the State Society and the National Society;

He should submit to the CASSAR Board of Managers a detailed report of the business enacted and/or actions under consideration by the Board of Trustees.

While at Congress, the Trustee should take careful notes and prepare his report for the first BOM meeting following Congress. This should include an attachment for the awards (individual, chapter and state), received on Monday night of Congress. Copies should be prepared for the California Society President, the CASSAR webmaster, the editor of the California Compatriot, the CASSAR Historian, the CASSAR Secretary and the Chair of the CASSAR Medals and Awards Committee.

Trustee reports on business conducted at NSSAR are rendered following each Trustee meeting. If a special situation occurs, the Trustee should seek the guidance of the Executive Committee on how to vote on any controversial issue.

Having served as the California Society President, the Trustee should remain a ready resource to assist the current President in his duties. The Trustee serves until the end of the following Congress when he is replaced with a new Trustee.

Although a State Society's National Trustee represents his society at the national level, all National Trustees have a fiduciary duty to the NSSAR to manage and protect the SAR's affairs and assets in the best interests of the National Society for the benefit of all Compatriots.

**Meetings and Credentials Committee** (including the Executive VP, the President of the chapter hosting the meeting, and others deemed necessary) should contact the chapters, and maintain a list of all eligible voters, and ensure that all chapters have responded with delegates, chapter presidents/designees, etc. If chapters do not respond, they should contact the relevant vice president north/south to contact the chapter and get any missing information.

**Other Committee Information** – The President can appoint/dissolve committees, other than those required and as identified as Standing Committees as he sees fit.

The most recent seven past state presidents are members of the nominating committee (CASSAR Bylaw #5) and the second most recent past president is the chair of the nominating committee. This allows the most recent past president to become familiar with the workings of the committee before taking on the role of chairman. It's recommended that the nominating committee chair (and committee) begin attempting to identify potential officer candidates during the summer preceding the next annual meeting.

See the following links for current committee chairs:

Committee chairs – <https://www.californiasar.org/officers>

Youth programs - <https://www.californiasar.org/members-section/youth-program-info>



## **CHAPTER OFFICERS AND COMMITTEE CHAIRS**

The list of chapter officers and committee chairs follows on the next few pages and may vary, depending on the needs and resources of the chapter as some roles or offices can be combined. The offices of the president and the treasurer are held by two individuals – one person cannot hold both positions (see earlier reference to the California Attorney General’s Guide to Charitable Organizations).

**Chapter President** – He presides at all meetings of the Chapter and exercises the usual functions of a presiding officer under the general rules of the chapter.

He appoints all chapter committee chairs and is an ex-officio member of all committees, except the Nominating Committee, of which he is not be a member and performs other representative duties on behalf of the Chapter. He should enforce strict observance of the Constitution and By-Laws of the National, State and Chapter, and inform the other Chapter officers on all matters. He should attend the CASSAR Annual Meeting and the Fall Board of Managers meetings.

He should ensure that the chapter’s annual report is prepared and submitted to the State Secretary in a timely manner, so as to meet the requirements of the CASSAR Bylaws.

**Chapter Vice-President** - In the absence of the President, the Chapter Vice President will preside and perform the duties of the President. The Vice-President may also take on other responsibilities (ie, arranging programs for chapter meetings or overseeing membership recruitment and retention for the Chapter).

**Chapter Secretary** – While defined by individual chapters, in general the Secretary’s duties include most of the administrative activities required by the chapter. These may include but are not limited to:

### **1. Membership Roster:**

- Maintains a current chapter roster, recording new members as necessary.
- Files a NSSAR death notices with the state secretary and state chaplain as necessary and updates the chapter roster.
- Receives approved new membership packets and notifies the chapter executive board.
- Receives and processes approved supplemental ancestor applications.

- Processes member transactions such as transfers, reinstatements, life member applications, etc. and updates the chapter roster.
- Prepares recognition certificates. Issues medals and awards.
- Maintains the current copy of the chapter bylaws and other chapter documents.

## 2. General Administrative duties:

- The secretary issues monthly meeting notices.
- The secretary attends meetings of the chapter membership and executive board, records, and publishes minutes of these meetings.
- Each January, the secretary prepares a “Change of Officers” form and files it with the state secretary. (*Form is located on the CASSAR website*).
- Each September, the Secretary compiles annual dues notices for his chapter members and mails them to the membership on October 1<sup>st</sup>.
- At the end of the dues collection period on December 15<sup>th</sup>, he prepares a NSSAR Dues Reconciliation Workbook and forwards it to the state secretary for review and approval. Upon approval, he forwards the workbook to the chapter treasurer to issue the checks for the payment of next year dues. Note that dues are due by January 1st of each year. Reinstatements and late filings should be sent by the first of February and first of March. Last Filing date is March 15th of each year. After that, a reinstatement form will be required for each member's dues.
- The Secretary is the source of information for the membership regarding bylaws, both chapter and state, and their handbooks.

**Chapter Treasurer** – He should keep a list of current members, collect, and record money received from members. In some Chapters, the Treasurer is responsible for collecting and paying for the meeting meals. The Treasurer should keep an accurate list of all monies deposited to the Chapter Account and should allow the Chapter Audit Committee to examine the Chapter accounts a minimum of once a year.

He should maintain a current accounting of all monies belonging to the Chapter and report same to the Secretary at each meeting and to the membership as requested by the President.

He should record each payment of membership dues. He should keep a record of the check number and date of each check, as well as the date received by the Chapter.

He should record each member's paid dues on the forms provided by the CASSAR Secretary and return to him for reporting dues to the State Society.

He should also coordinate with the Secretary for member reinstatement. There is currently no reinstatement fee required by either the State or National Society. The most current fee schedule is usually a part of an insert in the Summer issue of the California Compatriot.

He should prepare an end-of-the year financial report for the year ending December 31st. A copy of this financial record should be sent in writing to the CASSAR Secretary no later than March 15th.

**Chapter Registrar** – he is usually the first point of contact for new applicants; as such, he MUST be familiar with the current National Genealogy Policy Manual and any changes made during his tenure to those policies resulting from actions by the Genealogy Committee so as to provide the appropriate level of assistance to the applicant. An introductory letter or meeting is critical to getting the applicant started in setting up his online application and setting expectations.

He should examine all applications for membership in the society using standards and guidelines established by the National Society, ensuring that all information is entered correctly and that all documentation listed is eligible, legible and included with the application. When working with an applicant, it may be beneficial to inquire whether he has any sons or grandsons that may be interested in joining. If so, the applications can be prepared and submitted at the same time to take advantage of the family plan (which allows for reduced application fees).

He should work with the applicant in advising him how to obtain missing information that is necessary for the application to be approved by the National Society.

Once the application package has been completed, the Chapter Registrar compiles the application and documents and completes the application checklist (which includes verification through the Megan’s Law website – see [California Megans Law](#)).

He should ensure that the proper fees accompany the application and checklist and forward to the State Registrar along with the application for review and proper distribution; he should also forward the Chapter dues to the Chapter Treasurer for recording.

He should respond to the State Registrar's request for further documentation or other information that he feels necessary for approval.

The chapter registrar should be familiar with a number of documents so that he can effectively assist individuals in preparation of new or supplemental applications. These include:

- Application Preparation Manual - [Sons of the American Revolution \(sar.org\)](http://www.sar.org)
- SAR Application Formatting Guide - <https://www.sar.org/wp-content/uploads/2019/10/SAR-Application-Formatting-Guide.pdf>
- NSSAR Genealogy Policy Manual - [2021-04-Genealogy-Policy-Manual.pdf \(sar.org\)](http://www.sar.org)
- Guide to Completing SAR Membership Applications – <https://www.sar.org/wp-content/uploads/2020/05/Guide-to-Completing-SAR-Membership-Applications.pdf>
- Guide for Using the Online Applications System - <https://www.sar.org/wp-content/uploads/2019/11/Guide-for-Using-the-SAR-Online-System.pdf>
- NSSAR Membership Cost Reference Manual - [Membership Cost Reference Manual \(sar.org\)](http://www.sar.org)
- CASSAR Chapter Registrar’s Handbook (chapter-specific)

Because of the amount of work typically entailed in developing a successful application, the Chapter Registrar should guide the applicant in developing the application and acquiring the documentation, rather than taking on that work himself. Open and continuous communication is the key.

**Chapter Chaplain** - he performs the Invocation and Benediction for each Chapter Meeting as called for by the Chapter President. He should also coordinate the obituary reporting with the Chapter Secretary and maintain a current list of members who have passed away during the membership year and provide this list to the CASSAR Chaplain no later than March 15. This allows time for printing of the Necrology for the Annual Membership Meeting.

**Chapter Historian** – he should maintain the Chapter history and should collect newspaper clippings, photographs, etc. for use in maintaining the Chapter Scrapbook, if the Chapter maintains one. He should coordinate with the Chapter Chaplain and Chapter Secretary on recording the biographies (and submittal of the Obituary forms) on deceased Chapter members; prepare and send Chapter news to the Editor of the *California Compatriot* and the editor of the *SAR Magazine* as required. Note that many Chapters assign this duty to the Secretary or the President; and send to the CASSAR State Historian the Chapter Annual report regarding the Chapter historical events no later than April 1st of each year.

**Chapter Sergeant-at-Arms** – He should take care that all flags and signs are properly displayed at all regular and special meetings of the Chapter; have care and custody of the chapter's Charter and see that it is available when needed by the Chapter; see that name cards are prepared for the use of all new members and that name cards of all members are available for use at each meeting of the Chapter; and ensure that the meeting room is properly prepared.

**Chapter Program Chairman** - He should arrange for speakers, entertainment, or key recognition for each Chapter meeting; coordinate with the Chapter President for programs through-out his term; inform the Chapter Secretary of up-coming programs so that announcements can be sent to the membership; and send a thank-you note or some other recognition to the past speaker.

Without good programs many of our Chapters have endured hard times or have disbanded. A good program is one of the most effective recruiting tools for increasing memberships. It brings the members to the meetings, urges them to bring guests, and keeps the interest of the membership. The duties of chapter program chairman are often performed by the Vice-President.

**Chapter Orations Chairman** – He should recruit contestants from qualified young men and women in the local communities by contacting schools, churches, local young peoples' clubs, etc...; assure that each candidate has been properly briefed in what is expected from her/him; arrange for a contest at the local chapter level; plan for the Chapter's winner to attend Annual State Membership meeting or other runoff contests as directed by the State Orations Contest Chairman.

He should handle all the chapter's correspondence and coordinate with the State Chairman and National Chairman as required.

**Chapter Medals and Awards Chairman** – He is responsible for coordinating awards at the chapter level to ROTC (university) and JROTC (high school) cadets, NSCC/NLCC cadets, DAR members and CAR members. He will generally work with the chairs of other committees for making awards on behalf of the SAR.

He MUST be familiar with the Medals and Awards section of the NSSAR National Handbook to ensure compliance at the Chapter level.

**Knight Essay Contest Chairman** – He should make available to High School Guidance counselors, English and History Teachers or Principals, information about the contest at the start of the school year; ascertain that the essay is for an original research paper written in English. The topic of the paper deal with an event, person, philosophy or ideal associated with the American Revolution, the Declaration of Independence, or the framing of the United States Constitution. More complete guidelines are available from the State Knight Essay Chairman.

He should work with the State Chairman in holding a preliminary round of competition at Chapter level to select one winner. The winning essay from each State Society will be forwarded for national level competition.

**Eagle Scout Chairman** – He should work with the Boy Scout Councils in their areas to obtain the names and addresses of the Scouts who have passed their Eagle Board of Review in the past year. Chapter Chairmen should follow-up with the Councils as needed to assure that they receive the required information. He should ascertain that scholarship applications are received by the chapter no later than December 15. The winning application should be forwarded to the State Eagle Scout Chairman by January 15, where the selection of a State winner will be determined by a panel of three judges. The State Society winner should be declared by February 8th and the winning application should be forwarded to the National Chairman no later than February 22nd for the National review and selection process.

Application forms and Four-Generation Ancestor Charts can be downloaded from the NSSAR Web Site ([Arthur M. & Berdena King Eagle Scout Contest – National Society Sons of the American Revolution \(sar.org\)](http://www.sar.org)).

It is advisable to set up a long-term relationship with the local BSA council office and work with the district chairs so one can be assured of receiving requests for Eagle certificates in a timely manner.

**Color Guard Chair** – Many chapters have a Color Guard; it is recommended that anyone interested in the Color Guard program work with the Chapter Color Guard Commander or the State Color Guard Commander or his representative for additional information and protocols.

**Chapter CAR/DAR Liaison Committee Chairman** – he should act as the Chapter SAR representative to the local Children of the American Revolution, and the Daughters of the American Revolution chapters. He will report local activities and offer assistance to the State CAR/DAR Liaison Chairman. He should recognize local CAR

members who have shown exemplary service to their society. They may be awarded the Bronze CAR Medal of Appreciation during a regularly scheduled chapter event or at a local SAR/DAR joint meeting.

Members of the SAR and DAR are also eligible to receive this award for their contributions in supporting the CAR. They can serve as a senior officer, assist with field trips, civic projects and the many programs promoted for the CAR.

**Chapter School Awards Program** – He should work with officials of local Junior High Schools or High Schools in their area to select a graduate and award the "Bronze Good Citizenship Medal & Certificate" at their school graduation ceremonies. He should enlist the assistance and coordinate other members of their chapter to personally appear and represent their chapter to present these awards.

The concept for this award is to interact with this country's youth at a most critical time and influential period in their lives. It involves working with the officials of a school district to select and award to a graduate the Bronze Good Citizenship Medal & Certificate at the Graduation ceremonies of each selected student's school.

It is anticipated that such competition shall prove most successful in the selection of the student who best represents the highest of American ideals and character. This award is designed to place emphasis on the development of the qualities of courage, honor, leadership, patriotism, scholarship and service for all of our young people. The entire program exists to promote and support, in our youth an understanding of each and all of these qualities.

The broad guidelines recommended to be utilized in the selection process include the following qualities to be considered and utilized in each selection process and include major emphasis on scholarship and service in their school, homes and communities:

- Dependability
- Cooperation
- Leadership
- Patriotism

As one can see, there are many opportunities for the chapter officers and members to become involved.

## MEETINGS

### **NSSAR**

The NSSAR holds three meetings each year; a National Congress (held in July at various locations throughout the country) and two leadership meetings (held in March and September of each year in Louisville, KY). State and Chapter officers are encouraged to attend, due to the business being conducted at these meetings. Trustees are expected to attend all meetings, as they have a fiduciary duty to the National Society.

It is encouraged that those planning to attend leadership meetings and National Congresses plan ahead and reserve hotel rooms shortly after hotel registration opens up, as these tend to fill up quickly. At some later time (perhaps several months prior to the meeting), registration opens up for the SAR meetings.

### **CASSAR STATE MEETINGS**

The CASSAR typically holds two statewide meetings each year. The Annual Meeting is held in the Spring each year (generally April) and the Board of Managers Meeting is held in the fall (generally November). See CASSAR Bylaw No. 8. A suggested state meeting agenda is shown in the CASSAR Bylaw 8(d). Following is a reprint from the Fall 2009 Compatriot on CASSAR state meetings, as written by John Dodd (Vice-President South, 2009).

*New Compatriots or those not active at the state level mistakenly may believe California Society State meetings are not for them. Not so! All Compatriots are encouraged to attend both the Spring and Fall state meeting, whether as delegates or interested Compatriots.*

*The Spring meeting is the "official" annual meeting, at which state officers, chapter Presidents and chapter delegates deal with the Society's business. New state officers are elected and inducted. Generally, bylaws amendments are voted on at that time, unless a "special" meeting is called to coincide with the Fall meeting. The Fall meeting is the smaller "Board of Managers" ("BOM") meeting, at which the state officers and chapter Presidents are voting attendees. The BOM adopts a budget for the upcoming year and attends to business which cannot wait until the Spring. At both meetings, attendees hear reports from officers, chapters and committee chairs, and consider policies, programs and initiatives.*

*The agenda for both meetings is similar, beginning Friday morning and ending Saturday night with a formal ban-quet. Friday's luncheon program is devoted to youth pro-grams,*



*while community service awards for first responders are presented at Saturday's luncheon. Usually, Friday evening features a "President's dinner" for any national officers present, state officers and chapter Presidents, although this format may vary. The Saturday night formal banquet features entertainment or a (hopefully not too long) dinner speaker, presentation of awards and great camaraderie.*

*Your registration fee covers the cost of the meeting facilities, two lunches and Saturday banquet. The President's dinner is paid for separately by the invited attendees. A "hospitality suite" opens Thursday afternoon for registration, and is available for drinks, appetizers and socializing in the late afternoon and evening both days before the dinners.*

*The Ladies Auxiliary meets at both the Spring and Fall meetings, generally having its board meeting on Friday and the general membership meeting on Saturday. There usually is a planned ladies outing Saturday afternoon, and the ladies actively sell raffle tickets throughout the weekend, with a drawing at the Saturday banquet.*

*The Spring meeting is hosted by the incoming state President's chapter at a location of the incoming President's choosing. The Fall meeting is held in the same geographical area, i.e. northern or southern portion of the state, as the state President, who hopefully has made arrangements for a chapter to "host" the meeting while he was Executive Vice President.*

*Experience has taught our society that state meetings are most successful when planned, staffed and "banked" by a chapter, rather than the state. Hosting a state meeting invigorates a chapter, bringing out members who often do not attend other events and instilling a sense of camaraderie in the group. Also, compatriots are apt to be more cost conscious if they know their individual chapter, rather than the state, will either bear the burden if the meeting "goes in the red" or reap the benefit if the meeting "turns a profit." Typically, the goal is to break even, but a well-planned meeting will result in a few hundred dollars added to a chapter's treasury.*

*Hosting a state meeting requires diligent advance planning, which has been simplified by an excellent guide prepared by Rex Shannon of Orange County after serving as chair for the 2005 annual meeting at which Larry Magerkurth was inducted as State President. The host chapter is responsible for the hotel contracts (including meals, room rate and fees for meeting rooms), although the contracts must be approved in advance by CASSAR. The host chapter also is responsible for registration and the hospitality room.*

*As for the programs, at the Spring meeting the Friday youth banquet features the state youth program awards. The Fall meeting Friday luncheon often features a talk from a*

*teacher who attended the Valley Forge program during the previous summer, so these programs are simple to arrange. At the Saturday luncheon for both Fall and Spring, however, the host chapter and incoming President, respectively, have the responsibility and discretion in choosing the recipients of the fire, police and EMS awards from deserving members of their community. Arranging the banquet speaker or entertainment also falls to the host chapter.*

*With this background, various Compatriots have expressed concerns over the rising costs of travel in this era of tight budgets, resulting in consideration of a proposal to reduce the Fall meeting to a one-day meeting, held only on Saturday. Under this scenario, the Executive Committee would meet Friday, along with the budget committee and any other committees wishing to do so, but the "main meeting" would not begin until Saturday morning. This would reduce the "overhead" to the Saturday luncheon and banquet, reducing the registration expenses by the cost of the Friday meeting room and luncheon, and eliminating the need for one hotel night. Although this would reduce the cost somewhat, it also results in a sharp decrease in the social aspects of our meetings, which is a prime reason for attending to many of our members.*

*Although the Executive Committee considered a proposal to "downsize" the Fall 2010 meeting, it was determined more input is necessary from the chapters. Therefore, this topic will be considered at the Spring 2010 meeting. Chapter presidents are requested to discuss the pros and cons of this proposal with their members and come to Sacramento prepared to share their thoughts so the Society may consider whether any changes are advisable.*

*In the meantime, all CASSAR members are encouraged to attend both the Spring and Fall meetings so as to meet new friends, renew acquaintances and work together to build our Society as it continues to take the lead in preserving the memories of our Patriot ancestors and our American Heritage.*

## **CHAPTER MEETINGS**

The CASSAR Bylaws require that chapters hold at least four meetings annually.

Chapter meetings are usually opened with an invocation, the Pledge of Allegiance and the SAR Pledge. Guests (SAR compatriots, guests, new members, applicants, etc) should also be welcomed. Chapter business should be addressed to some degree; this may include a program, a registrar's report, elections/inductions, etc... followed by the SAR Recessional and a benediction. Again, a suggested chapter meeting agenda is shown in the SAR Handbook, Volume 4.

## **SAR PROGRAMS**

There are a large number of programs available within the SAR at the national, state and chapter levels. Due to the large number of programs, the lists and descriptions are not included herein, but can be found through a search on the SAR web pages (<https://education.sar.org> or <https://www.californiasar.org>).

Likewise, the forms for these various programs and many of the SAR manuals can be found on the SAR web page at <https://www.sar.org/resource-repository/>.

## **SAR AWARDS**

There are a large number of awards available to be presented to Compatriots, Ladies and the general public. Due to the large number of awards available, the list and descriptions are not included herein, but are spelled out in Volume 5 of the NSSAR Member's Handbook, which can be viewed at [NSSAR Handbook Volume V \(15 July 2019\)](#).

## **LEGAL DOCUMENTS / OTHER**

NSSAR requires that all Compatriots interacting with youth complete the SAR Youth Protection program training. This training is good for three years, and should be retaken prior to its expiration. The YP training offered through the SAR is tracked automatically on the NSSAR servers, but it is highly recommended that, once completed (or retaken), a copy of the certificate be sent to the CASSAR Director of Youth Programs or the CASSAR Compliance Committee chair for tracking by the state. The training can be found at: <https://www.sar.org/courses/youth-protection-training/>

NSSAR Handbook - [SAR Handbook – National Society Sons of the American Revolution](#)

NSSAR Governing Documents (Volume 1)

NSSAR Membership policies are found in the Member Handbook (Volume 3, pages 1-5)

NSSAR Code of Business Ethics and Conduct Member Handbook Volume 3, pages 16-19

NSSAR Records Retention Policy Member Handbook Volume 3, pages 21-22

NSSAR National Genealogy Policy Manual [2021-04-Genealogy-Policy-Manual.pdf \(sar.org\)](#)

CASSAR Restated Articles of Incorporation [2018-04-21-RESTATED-ARTICLES-OF-INCORPORATION-Rev.-April-21-2018.pdf \(californiasar.org\)](#)

CASSAR Bylaws [Microsoft Word - CASSAR Bylaws Rev 03-09.doc \(californiasar.org\)](#)

Whistleblower Forms [Whistleblower 18Apr2009-2 \(californiasar.org\)](#)

Conflict of Interest Forms [Conflict of Interest 18Apr2009-2 \(californiasar.org\)](#)

New Members Handbook [New Members - SAR California \(californiasar.org\)](#)

**Disciplinary Process** - All CASSAR members and volunteers are required to comply with applicable federal, state, and local laws and regulations and with National Society SAR and California Society SAR bylaws and policies. Each member, volunteer and other stakeholder of CASSAR has an obligation to report in accordance with this Code of Business Ethics and suspected violations of this Policy.

Note that the disciplinary process is intended to be implemented at the lowest level at which the alleged violation occurred.

Alleged violations occurring at the chapter level should be handled at the chapter level in accordance with the governing documents of the chapter, state and national organizations.

Violations of this Policy may be referred to the CASSAR Ethics Committee for investigation. The investigation may be instituted by a written complaint or by information brought to the attention of the Chairman or a member of the committee. The committee shall investigate the alleged violation. At the conclusion of the investigation, the committee may hold hearings and take testimony as provided in Robert's Rules of Order, after which discipline may be imposed.

**As of this writing, the National Society is developing a model disciplinary process which, when approved, can and should be adopted for implementation at the state level.**

## HELPFUL HINTS

### Recommended Attire at Congress

	<b>Men</b>	<b>Ladies</b>	<b>Special</b>
Tours	Comfortable Clothes-walking involved	Comfortable Clothes-walking involved	
Host Reception	Daytime dress, Polo Shirt and slacks	Daytime dress, Slacks or capris	
Color Guard Breakfast	Uniform or blazer and tie	Colonial Dress or Daytime dress, pants suit or suit	
Memorial Service	Uniform or blazer and tie	Colonial Dress or Daytime dress, pants suit or suit	
First Lady's tea	N/A	Colonial Dress or Daytime dress, pants suit or suit (hats Optional)	
Rumbaugh Orations Finals	Daytime dress, Polo Shirt and slacks	Daytime dress, Slacks or capris	
General Session	Coat and Tie	Daytime dress, pants suit or suit	
Youth Luncheon	Coat and Tie	Daytime dress, pants suit or suit	
Minuteman / Awards Night	Coat and Tie	Daytime dress, Pants suit or suit	<b>Minutemen</b> white dinner jacket, black tie. <b>New inductees</b> do not wear any insignia
Breakfasts/George Washington Fellows & VPGS Luncheon	Coat and Tie	Daytime dress, Pants suit or suit	
General Session	Coat and Tie	Daytime dress, Pants suit or suit	
Ladies Luncheon	N/A	Daytime dress, Pants suit or suit (hats optional)	
President General's Banquet	Black or white dinner jacket with decorations or Continental Uniform	Colonial Period Attire or Long Formal Gowns	
General Session	Coat and Tie	Daytime dress, Pants suit or suit	
Installation Banquet	Tails, white dinner jacket with decorations, Black Tuxedo or Continental Uniform	Colonial Period Attire or Long Formal Gowns	<b>FPGs, newly elected General Officers and newly elected VPGs</b> Full Dress, White Tie/gloves/tails

## **HELPFUL HINTS**

### **National level (Congress and Leadership Meetings)**

- Mingle with Compatriots from other states; don't just stick with California
- Make extra effort to recognize new attendees; they can be identified by the green dots on their name badges.
- Be aware of meeting/event times and schedules. There are many committee meetings, tours, opportunities for photographs, etc.... so one must be careful to keep track of all events. There is a LOT of activity going on!
- Anyone interested in participating on a National Committee is generally welcome to attend that meeting. You should let the chair of that committee know that you are interested in participating, and he will make the recommendation to the President General who has the ultimate authority in approving such committee assignments. Committees and associated subcommittees meet at the Spring and Fall Leadership meetings, and will typically hold video conference call meetings between the two Leadership meetings. Don't plan on joining if you are not prepared to make a time commitment to support the committee's activities.

### **State Level (Spring Annual and Fall BOM Meetings)**

- Make extra effort to recognize new attendees. They likely know very few members, so this extra effort will help in retaining them. Make them feel welcome.
- Be aware of meeting/event times and schedules
- Trustees for a state society are NOMINATED by the state society; they are then ELECTED and sworn in as one of the last business items at each National Congress. They then hold office through the end of the following year's National Congress, at which time the newly-elected trustee is sworn in. The California Society typically makes their trustee nomination at the Annual (spring) meeting, and this information is forwarded to the NSSAR for inclusion in the Congress business agenda.

## Chapter Level

Make extra effort to recognize new attendees. This cannot be stressed enough, so it bears repeating - they likely know very few members, so this extra effort will help in retaining them. Make them feel welcome.

The chapter is where the “rubber meets the road.” It is critical that members become involved in the operations of the chapter – as an officer, committee chair, or committee member. It is seen too often that 95 percent of the work is done by 5 percent of the members – and this is not sustainable, either for the chapter or the members, officers or committee chairs. Determining a new member’s interest early in their SAR “career” will help the chapter as well as helping fulfill any interests the new member might have. This should not be a one-time “check-in”, but should be an ongoing effort to develop potential committee chairs and officers.

Be aware of meeting/event times, deadlines and schedules – especially when interacting with other allied organizations (CAR, DAR, other genealogical heritage organizations).

The chapter should also endeavor to submit news items to the editor of the *California Compatriot*, as well as to local news agencies to increase the visibility of the organization in the community.



## RECRUITING

### A Checklist for State and Local Chapters

*SAR Programs – Outstanding Citizens, Eagle Scout Awards, Parades, Flag Awards, Brochure Awards, Essays and Oral Presentation Awards, American History Teacher awards, ROTC awards, Historic Flag Program, regular meetings.*

*Develop Press Releases for each event. Send to the small newspapers, journals, and weekly papers, not just the large newspapers, they are always looking for news worthy articles, and post on your Web site.*

*Reach out to Youth- How?? Facebook or YouTube or other social media are where the youth go to find out what's happening. It's also a great way to let people know what you are doing – like at a Rendezvous, or historical place. Pictures can be uploaded to Facebook in real time and it's a great way to share historical information. Also, youth can be reached thru DAR their sons can join and u would be surprised how many DAR ladies do not know we take Juniors under 18. And don't forget the CAR members when they turn 18, they can join SAR at no transfer fee - just national and state dues. Many children are in both CAR and SAR so we are not competing with CAR and SAR has had the 18 and under for as long as we have been in existence. Be aware that many parents of juniors often stop paying and this hurts your retention. It's a great way of getting them in young and maybe someday they will be active.*

*Have a strong reinstatement program. Each year we all lose members. Some losses are due to grandfathers or sons not paying for their sons' dues anymore as in the case of many juniors. If you have a treasurer or registrar that is engaged encourage them to email then call past members that may have dropped and some may not realize they did not pay the year before or before that, it happens more frequently than we would like.*

*Present Outstanding Citizen awards- There are two ways and both have value. Having all the school students that were nominated from the High Schools come to a single place with their parents and mentors to receive the awards is for some local chapter the only way to do it. Many chapters have too many counties to travel to each school. When possible, go to the school when they have their awards night, you reach many more families there and create more SAR visibility.*

*Develop a chapter newsletter. Most States have quarterly newsletters that let the membership know what going on. A chapter newsletter helps to retain members and encourages members to become more active when they see what community involvement their chapter is doing.*

*Develop tri-fold brochures for your State and encourage local chapters to develop their own. They can follow the lead of the NSSAR tri-fold which each state has access to. Brochures can be placed in libraries, Genealogical libraries, City Halls, and Chamber of Commerce, VFW, American Legion, etc.*

*Meetings – At your scheduled meetings and in your newsletters and minutes ask this question. If every one of our members just brought in ONE new member this year, we would DOUBLE our membership. Every member should be an advocate for gaining new membership.*

*SAR Tables -- When a local entity, such as park, library, or another organization) has an event, ask if you can have a table with someone there preferably in uniform to talk about SAR and hand out brochures.*

*New Chairmen. If your chapter needs a new chairman for a specific committee, the best approach may be to talk to them one-on-one about the job requirements. Approach someone who you think their strengths best suited for the chairman job. No one volunteer when the whole room is asked, they all wait to see if anyone else will do it.*

*Develop individual New Member Handbook and Orientation guide for all new members as part of their packet when they become new members. The New Member Handbook tells of SAR and all the programs in general. The orientation guide lays out the current officers, chairmen, and your local chapter history and duties of the officers and chairmen in more detail.*

*Ask members to attend SAR Leadership – a great way to become informed and gain a better appreciation of SAR goals and gaining new membership.*

*NON-SAR Events – Speak at DAR meetings, Genealogical Societies, Schools, Rotary, VFW, American Legion etc. They are always looking for speakers, a great way to spread the word. Offer to give a program on SAR at their convenience. Again, many DAR chapter members do not know any mail under the age of 18 can be a Junior Member. Grandmothers love to put their grandchildren in organizations. Contact a local school and volunteer to assist in some way.*

## MENTORING

One particularly critical issue is that of mentoring new members to ensure that they are aware of these programs, and that they are not ignored. Too often, new members are not made to feel welcome; as a result, the new member may become inactive and not renew his membership. Following is an outline of a Mentor program developed by the Membership Committee, as charged by President General J. Michael Tomme.

### *The Basics*

*To understand what an SAR mentor program might include, we should define some terms first.*

*Mentor (noun) - an experienced and trusted adviser; (verb) - advise or train (someone, especially a younger colleague).*

*Mentorship is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. The mentor may be older or younger than the person being mentored, but she or he must have a certain area of expertise. It is a learning and development partnership between someone with vast experience and someone who wants to learn.<sup>[1]</sup> Mentorship experience and relationship structure affect the "amount of psychosocial support, career guidance, role modeling, and communication that occurs in the mentoring relationships in which the protégés and mentors engaged.*

*Within the context of the Sons of the American Revolution and its recommending a Mentor within chapters, a Mentor would be:*

- *A chapter member who would either volunteer or be assigned by the chapter to work with a new member to introduce, guide, and foster a long-term relationship with the new member.*
- *Have a good understanding of the chapter's officers, committees, its activities, and goals.*
- *May or may not be the 1st or 2nd line sponsor for the new member.*
- *Should have sufficient time and energy to provide the needed support in the integrating the new member into the SAR.*

## *Role of the Mentor*

*Assuming the new member has at least some interest in learning about the S.A.R. (some don't) and his chapter, the focus should be on the neophyte's education and interest. This refers to ensuring the new member receives information regarding the S.A.R. in general and the chapter in particular, and is able to spark some interest in the new member remaining active and even becoming involved in the chapter. Therefore, the mentor must have sufficient knowledge regarding both the S.A.R. and the chapter along with a good degree of both communication skills and empathy to be effective. He should endeavor to become a friend, if he is not already, of the new member and tailor his guidance to the member's desire to learn and be involved. The mentor should presume the new member is interested and wants to be a part of the chapter.*

*It is recommended that chapters establish a formal mentorship program where the mentors receive instruction/training prior to being assigned to assist new members. In addition, the new member should be introduced to his member and encouraged to use him as a resource. This introduction should take place when the chapter is informed the new member is registered at National; it need not wait until the installation ceremony. Ideally, the mentor relationship will continue a minimum of 4 years.*

*The mentor program is only one retention tool and should be used in conjunction with a formal welcome and introduction to the chapter along with an on-going sense of welcome and inclusion by the chapter's officers.*

## *Guidelines for Selecting Mentors*

*The lifeblood of chapters will be members who are willing to: take an active part in the leadership of the chapter, participate in the activities of the chapter, volunteer when called for and encourage others to get involved. Active, growing chapters require that more members are encouraged to become active and participate at some level in the chapter. If the chapter can enrich the experience of new members from day one, they are more likely to pay their dues and remain a member. Thus, retention of members requires that they be given good reason to remain a member.*

*There are members in chapters who have been active participants and are familiar with the goals and programs supported by the Sons of the American Revolution. A chapter can encourage future leadership and program support by assigning mentors to new members as they are approved. Good mentors will be able to use their experiences in The Sons of the American Revolution and its programs to identify the interests and life experiences of new members and be able to guide and encourage these new members toward*

*maintaining their membership.*

*The best use of mentors will be to limit one mentor to each new member. However, this mentor could be assigned more than one new member. The following are suggestions for identifying experienced chapter members for the role of mentor.*

- *Possibly the first line sponsor*
- *Has risen through chapter officer ranks and is looking for additional challenges*
- *Is a longtime member*
- *Has a working knowledge of the Sons of the American Revolution and programs*
- *Understands the chapter officer positions, activities and committee roles*
- *Is comfortable working with people*
- *Has the time and energy to devote to guiding new members*
- *Could work with more than one new member if called on to do so*
- *Is familiar with the Mentorship Program*
- *Is typically willing to take on new duties and challenges*

*For states with an at large membership category, the state society will identify mentors from the membership as they deem appropriate.*

#### *Why Mentors are Important*

*In addition to developing programs and strategies to promote new membership, the Membership Committee needs to ensure that retention of our members is a priority. Therefore, it is imperative that our chapters and societies promote the mentorship of new members and the Mentorship Program. The appointment of a mentor to ensure the new member is welcomed and integrated into the chapter should have a positive impact on retention and make the State Society more competitive for the Richard H. Thompson Jr Award which is presented at Congress to the State Society that has the smallest number of members dropped for non-payment of dues.*

The following page contains a checklist that can be used to help mentor a new compatriot:

## Mentoring Program Checklist

- \_\_\_ \*Call the new member to welcome him
- \_\_\_ \*Invite him for coffee or other appropriate informal setting to discuss SAR activities
- \_\_\_ \*Invite him to a meeting and explain expected attire
- \_\_\_ \*Greet him at a meeting and sit with him to guide him through the rituals
- \_\_\_ \*Explain the various programs SAR supports
- \_\_\_ Offer him a ride to a meeting or SAR event
- \_\_\_ Introduce him to the President and other officers
- \_\_\_ Explain the basic duties of the officers just met
- \_\_\_ Connect him with multiple members of the chapter, sitting with different compatriots each meeting
- \_\_\_ Contact him between meetings (phone, breakfast, coffee, cocktails, etc.)
- \_\_\_ Show him the SAR website and how to navigate it
- \_\_\_ Show him the SAR Handbook and discuss
- \_\_\_ Review basic SAR protocol
- \_\_\_ Describe the SAR medals and how and when they are worn
- \_\_\_ Learn his interests and skills then help him find a way to apply them in SAR
- \_\_\_ Invite him to participate in a Color Guard action
- \_\_\_ Invite him to present awards (Citizenship, youth related, flag certificates, etc.)
- \_\_\_ Invite him to a DAR or CAR event
- \_\_\_ Invite him to attend a state meeting
- \_\_\_ Invite him to become an officer of the chapter after consistent participation

\*These are best done as close to his membership approval and induction as possible since this when he is most interested in the value of his membership. The Membership Committee suggests including his lady (if applicable) as much as possible and connecting her with the Ladies Auxiliary.

## RETENTION

Oftentimes, a member will fail to renew at the end of the year. It is critical that the chapter reach out to him – by a personal phone call and followed up with an e-mail. Failure to reach out will most likely confirm the appearance of a lack of interest on the part of the chapter.

Following is a sample of a letter/e-mail that can be sent to the member....

*Dear xxx,*

*I have been informed that you may have overlooked your renewal notice for the Sons of the American Revolution. I know that you have been a member of the Society for xx years.*

*The xxx Chapter needs your experience in the Sons of the American Revolution. You can assist in guiding the Society in the fulfillment of our goals. The Chapter also has a need for men willing to serve on Committees or hold various offices.*

*If you have decided that you do not want to renew your membership in the SAR, please let me know why. We are trying to obtain information on why men leave the organization. By learning why men drop the SAR, we hope to put together programs that will help keep men active, all on levels, local Chapter, State and National.*

*With schools not teaching our youth about the history of the United States, it is organizations like the Sons of the American Revolution that must feel the gap. Unless our young people know the history of the Country, they will commit many unnecessary mistakes.*

*I hope you reconsider your decision and renew your membership in our Society.*

XXXXXXXXXX