



CHAPTER REGENT'S MANUAL

AND

PARLIAMENTARY PROCEDURE GUIDE

National Society
Daughters of the American Revolution

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Trish Jackson, National Chair DAR Leadership Training
Beverly Przybylski, NSDAR Parliamentarian
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TABLE OF CONTENTS

Introduction.....	3
Duties of Officers and Chairs.....	4
The Regent	5
The Presiding Officer	8
The Vice Regent.....	9
The Chaplain	9
The Recording Secretary	10
The Corresponding Secretary	10
The Treasurer	11
The Registrar	12
The Historian.....	13
The Librarian.....	13
The Parliamentarian.....	14
Committee Chairs.....	15
Membership	15
Programs	16
Public Relations	17
e- Membership	18
State Conference	18
Appendix A – Questions of Policy and Procedure.....	20
Appendix B – Chapter Regent’s Calendar	22
Appendix C – Committee Descriptions.....	27
Appendix D – Order of Business	31
Appendix E – Minutes	35
Sample Minutes.....	37
Appendix F – Financial Matters	
Sample Treasurer’s Report.....	39
Auditor’s Report.....	40
Budget and Good Financial Practices	41
Appendix G – Chapter Bylaws (includes sample scripts)	44
Amending	45
Revising.....	47
Standing Rules.....	48
Appendix H – Elections (includes sample scripts)	
Election of Nominating Committee.....	50
Election of Officers	52

INTRODUCTION

The National Society welcomes you as a chapter regent. As chapter regent, you are the official representative of your chapter. This manual is provided to assist in preparing you for a successful term.

The key to a successful chapter is an informed membership, interesting programs, and good publicity. All three require imagination, preparation, organization, and cooperation. Regardless of the size of the chapter, Daughters want to participate and deserve to be included in chapter activities with the assistance and encouragement of their leader.

The *DAR Handbook and National Bylaws* details a chapter regent's specific responsibilities. This manual provides additional information, expanding, explaining, and referencing the *DAR Handbook and National Bylaws*. The loose-leaf style allows you to include supplemental material, such as copies of your agendas or scripts for certain chapter procedures; special introductions; and notes to share with members. Make a copy of the duties of officers and chairs from this manual along with copies of the pertinent sections of your chapter bylaws for respective chapter officers and chairs. Make them feel part of "the team" and keep them involved as you serve in this leadership role. The *Handbook* and this manual are your best tools for being successful. Use them!

Members at every level of DAR are volunteers. Like you, they give of their time and talents for the good of the Society. A gracious "thank you" for their efforts or successful completion of a task will always be appreciated, just as we appreciate you.

Read your chapter bylaws carefully. Familiarize yourself with the *NSDAR Bylaws* and those of your state organization. The duties of chapter regent and requests/forms to which you must respond originate in these documents or other rulings. The *Daughters Newsletter*, postal/email mailings from national offices should be opened and action taken as quickly as possible. The State Regent will also relay information to you.

You have an exceptional support team. Your State Regent, state officers, state chairs and Daughters in your state with national appointments stand ready to help and are able to answer most questions that may arise. Likewise, the officers and staff of the National Society are a great source for information, as well as the public and members' websites offered by the National Society and the various publications available from the National Society.

DUTIES OF OFFICERS

Duties of officers may be as designated in the chapter bylaws; however, many chapters follow the suggested “Model for Chapter Bylaws” found within the Forms section under the heading Organizing Secretary General on the DAR Members’ website. The NSDAR adopted parliamentary authority, *Robert’s Rules of Order Newly Revised (RONR)*, suggests that all that needs be said about the duties can be included in the section designating the officers, to the effect that “These officers shall perform the duties prescribed by these bylaws and the parliamentary authority.” There will be occasional references in other articles to which specific duties relate. Confusion and duplication can be avoided if each officer has a list of definite things expected of her. The following sample job descriptions are in accord with NSDAR policies, requirements of state organizations, and *RONR*. They can be adapted to meet chapter needs. Chapter bylaws should be followed and must be consistent with those of the National Society and the state.

General Duties of Every Officer

- Attend all meetings of the executive board, the chapter, and as many district and state functions as possible.
- Keep a notebook handy, which contains the following:
 - Specific list of duties
 - Pertinent pages from the National Information Packet (NIP)
 - *DAR Handbook and National Bylaws*
 - State bylaws and state directory
 - Chapter bylaws and yearbook (Attach copy of amendments adopted since last printing and/or indicate such amendments in copy of bylaws)
 - Calendar of activities and deadlines
 - Name and contact information of corresponding state officer
 - Current instructions, report blanks, and material from national and state information packets
 - Copies of all correspondence and reports
 - Record of activities during the year for easy compilation of annual reports
 - List of useful materials and supplies, with source and cost, (i.e.: DAR Publications and Supplies Price List, list of free material available)
- Make reports to chapter membership, Chapter Regent and state counterpart, as required.

Duties of Chapter Regent

As the chief administrative officer it is the responsibility of the chapter regent to see that the business of the chapter is transacted in proper order. Additional duties include:

1. Knowing the duties of all officers and chairs;
2. Knowing what the chapter objectives are and the person responsible for each task;
3. Supervising and coordinating all committees, providing help as needed;
4. Assisting officers and chairs to develop expertise in their positions and in areas of the national program.

The above may seem like a daunting list; however by spending just a little time each day (20 to 30 minutes) reading the *DAR Handbook* and the National Information Packet, you will quickly acquire not only the knowledge you’ll need to be a successful regent but also a deeper appreciation for the scope of projects and programs DAR encompasses.

Specific Duties of Chapter Regent

- Read and study “Duties of Every Officer”
- Read Chapter Bylaws, Article VI - Duties of Officers, section on Regent for additional chapter specific duties.
- Secure password to e-Membership. When new officer updates are received in the Organizing Secretary General’s office and updated, you may request your password online at the e-Membership home page.
- Preside at all chapter meetings and Executive Board meetings and always have at hand the following items.
 - a copy of the *DAR Handbook and National Bylaws*, latest edition
 - a copy of chapter and state bylaws
 - a copy of *Robert’s Rules of Order Newly Revised*, latest edition (**NOTE:** new edition is published about every ten years)
 - a copy of *Chapter Regent’s Manual*
 - a list of all standing and special committees and their members
- Serve as chief executive officer of the chapter. (for details, refer to RONR)
- Appoint a parliamentarian.
- Appoint all committees as authorized in the chapter bylaws.
- Serve as ex officio on all committees *except* the Nominating Committee, if provided in the bylaws.
- Authenticate by signature, if required, all acts, orders, etc., of the chapter.
- Represent NSDAR in the community, as well as at memorials and funerals of members and their families.
- Represent the chapter at district, state, and national level meetings.
- Review chapter website .if you have one. Be sure to have website address (URL), and passwords, in the event something happens and your webmaster is not available.
- Send email contact information to the state and national Volunteer Information Specialists chair.

BE INFORMED. It is essential to be familiar with the basics of parliamentary procedure. A “PARLIAMENTARY LAW CHART” may be obtained from the DAR Store. The small, single-fold card describes a few of the common motions to be used and includes how a member and the chair properly process a main motion. It is also important to be current on NSDAR procedures and familiar with the three NSDAR objectives and their implementation through various national committees.

Preparation includes study and knowledge of the following.

- *DAR Handbook and National Bylaws* (current edition)
- *American Spirit Magazine* (DAR magazine, articles of historic significance)
- *Daughters Newsletter* (information on DAR national and local activities)
- National Defense Message (available online and in *Daughters Newsletter*)
- *NSDAR Directory*
- *Getting to Know the DAR*
- *DAR Ritual*
- National Information Packet (NIP)
- *Annual Proceedings of Continental Congress*
- State bulletins, annual proceedings, newsletters or websites
- *Robert’s Rules of Order Newly Revised* (latest edition)
- State Information Packet (SIP) If your state has one

For additional assistance see *RONR*, “*Suggestions for Inexperienced Presiding Officers*.” Also available in the Office of the Corresponding Secretary General is *Robert’s Rules of Order Newly Revised In Brief*. It is a quick and easy way to pick up the basics. It may be used for study and practice in terminology. **HOWEVER**, it is not the parliamentary authority for the National Society.

NOTE: All members have access to the DAR Members’ Website. There you will find up-to-the minute information concerning all aspects of the work of the National Society. Each national officer and chair has a web page. Check often! Also available on the Members’ Website is the President General’s Message, recent National Board of Management minutes, announcements from Headquarters, all national forms, and the DAR Genealogy Research System, as well as the Daughters Online Community (DOC).

BE EFFICIENT. It saves time. For easy reference, use a large loose-leaf notebook, available in DAR blue with insignia from the DAR Store, and a package of dividers with colored tabs. Include at least the following items:

- Calendar
- Agenda
- Duties of Regent
- Duties of Officers and Chairs
- Membership list
- Materials and supplies order form

Make a realistic evaluation of your chapter’s needs and capabilities; then select a particular area where improvement is needed, i.e., attendance at state and national functions; bylaws update; membership and junior membership increases; preservation of genealogical records. Select one or two definite goals, capable of being reached, and concentrate your efforts in those areas. If every officer and chair will do the same thing, chapter goals will be attained and the chapter will be successful under your leadership.

Prepare a calendar, listing the tasks which should be accomplished each month. The *DAR Handbook* provides a calendar with information pertinent to chapters, i.e. delegate election to Continental Congress dates, National reporting dates, and other deadlines. A sample calendar of activities is included in this manual. (see Appendix B) Either calendar may be expanded for chapter use by setting chapter deadlines that allow the chapter to meet both national and state deadlines. Include chapter and state meeting dates, when magazine or newsletter advertising must be sent, deadlines for reports and contests, etc.

When the calendar is completed, mark chapter functions in red and use another color for dates which affect chapter business with national and the state organization. Make copies for your parliamentarian, vice regent and recording secretary.

Set a date prior to each chapter meeting to check with your officers and committee chairs who are to report, and with the program chair. Set aside time to prepare your agenda (see Appendix D, Agenda with Dialogue). Time limits placed on reports and speakers keep the meeting on schedule. Chapter bylaws should provide for executive board meetings or for the regent to call an Executive Board meeting as needed.

NOTE: National Board of Management meetings are held in February, June/July, and October. New members and reinstatements are approved on the fifth of each month. The Genealogy Department makes every effort to examine applications as quickly as possible. The chapter registrar has access to the e-Membership website where she may view the New Member Report shortly following the fifth of the month. In mid- August, the Chapter Dues Invoice will be available

online through the “Updates” tab in e- Membership. The chapter treasurer should review this information for accuracy and notify the Office of the Organizing Secretary General immediately if any errors are found. If no chapter officer has Internet access, a Dues Invoice may be ordered from the Office of the Organizing Secretary General.

Check your calendar frequently throughout the year and with the following chapter officers/chairs:

- Chapter Achievement Award chair - verify all requirements are met
- Treasurer - verify prompt payment of obligations. Consult the New Member Report in e-Membership after each National Board of Management vote (5th day of every month) so new members’ state dues are paid
- Committee Chairs - to ensure duties of their committees are being accomplished or to check on progress of work
- Registrar and Treasurer - regarding membership count
- Prospective members – to offer assistance or encouragement

BE FRIENDLY. Let members know you care about them. Set aside time each month to communicate with prospective members, those at a distance, or those unable to attend meetings. Do not leave all personal notes to the secretary.

BE PROMPT. Read your DAR correspondence as it arrives. Messages from the President General mailed directly to the chapter regent should be shared with chapter members. Always include the chapter name and computer code number when writing to national headquarters, national or state officers or committee chairs. When asked by the State Regent to disseminate information, do so promptly.

BE RESPONSIBLE. Attend all state board and/or district functions, as well as state conference and Continental Congress or appoint an official chapter representative to attend and report. Report on the meeting to chapter members. Request assistance of the State Regent regarding any problems you are unable to solve. She may also be requested to interpret National Society policy. Keep members “in the know” as you receive information on issues of relevance to your chapter.

BE HELPFUL. It is your responsibility to have material available for each officer and chair in time for the planning sessions. [NOTE: Constitution Week material must be ordered early in early summer; and Junior American Citizen (JAC) material should be available **before** school begins.]

DON’T TRY TO BE THE WHOLE CHAPTER! Encourage officers and chairs to take their responsibilities seriously and work as a team. This will generate enthusiasm and prepare others for leadership roles. The measure of your success as regent is that the chapter continues to grow, has competent leaders, and remains viable after your term is over. Your last responsibility and helpful act is to be prepared to hand this manual to the new regent. Your personal calendar and records are a history of your term. Copy those items that would be helpful to your successor. Remember how it was for you! Provide all possible assistance as she assumes the office of regent. It is for the good of the chapter.

SMILE. Preside with a smile! A cheerful attitude, courtesy, tact, and common sense will create a pleasant atmosphere to work toward chapter goals and National Society objectives. Enthusiasm is contagious!

The Chapter Regent as Presiding Officer

There are several ways to work to ensure the chapter's success. Every chapter has goals they wish to accomplish. The chapter regent, in her leadership position, can help facilitate accomplishing the goals by involving members in the planning process and encouraging them to participate. Involved members will have a vested interest in the positive outcome of the project.

As the presiding officer at meetings, the chapter regent promotes member ownership of actions and decisions by maintaining the appearance of impartiality and providing the proper atmosphere for debate and discussion.

Following the basic principles of parliamentary procedure will all but guarantee a smooth and productive chapter meeting. As chapter regent:

- Determine if a quorum is present (quorum is normally set in bylaws as either a number or a percentage) and call the meeting to order
- Bring business before the meeting, according to your order of business (see section on agendas)
- Recognize members who seek and are entitled to the floor
- Put all legitimate motions before the group. (legitimate motions are any motions within the objects of the National Society)
- Enforce the rules of debate and grant all members who wish to speak in debate the opportunity to do so
- Conduct the votes on all questions, and determine and announce the results of the vote
- Rule improper motions out of order (see *RONR* for improper motions)
- Respond to parliamentary inquiries or points of information
- Conclude the meeting by declaring it adjourned when voted by the members, when the appointed hour for adjournment arrives, or when there is an emergency and safety demands it

It is helpful if the Regent has some basic knowledge of the fundamental principles of Parliamentary Law, which are included in this manual, in order to properly preside at the chapter meeting. She needs be familiar with the bylaws of the National Society, the state organization and those of her chapter. Preparation and knowledge are essential to a successful meeting. It is essential for a presiding officer to know:

1. How to state and put questions;
2. The order of precedence of the various motions;
3. Which motions are not debatable;
4. Motions that cannot be amended;
5. Those motions that require a two-thirds vote.

The DAR Store has a Parliamentary Law Chart which is a valuable tool to help determine if a motion is in order, debatable, amendable, or requires more than a majority vote.

As a general rule, the Regent should avoid expressing her opinions on pending questions in order to preserve the appearance of impartiality; however, it is her duty to point out the results of any action proposed which may be detrimental to the chapter or in violation of any rules. It is not recommended that the Regent engage in debate on a motion. However, if she does, then she

relinquishes the chair to debate and does not resume the chair until the pending question has been disposed of either permanently or temporarily.

Duties of Chapter Vice Regent

In some chapters, a first vice regent may serve as Program chair, and a second vice regent may serve as Yearbook chair. Follow chapter bylaws on committee assignments. Vice regent(s) should be well informed about all phases of work at all levels of DAR. They should work closely with the regent. Duties of the first vice regent include:

- Read and study “General Duties of Every Officer” .
- Read Chapter Bylaws, Article VI - Duties of Officers, section on Vice Regent for additional chapter specific duties.
- Preside and perform the duties of the regent in her absence. In the case of permanent disability or resignation of the regent, the first vice regent will succeed to that office for the unexpired term.
- Serve as the regent’s first alternate to represent the chapter at state conference and at Continental Congress.
- Contact speakers to schedule programs (if serving as program chair). Inform the speaker how much time is available for the program and ask for a biographical sketch for introduction. Confirm with speaker as the meeting date approaches, and contact again the day before the meeting or as arranged.
- Consult with hostesses each month to be sure they are prepared.
- Prepare list of programs, including all pertinent information for Yearbook chair.
- Maintain a file or notebook which includes:
 - Current instructions from state Yearbook chair
 - Ideas for future programs
 - Past chapter yearbooks and supplements

Duties of Chapter Chaplain

- Read and study “Duties of Every Officer”
- Read Chapter Bylaws, Article VI - Duties of Officers, section on Chaplain for additional chapter specific duties.
- Have a DAR Ritual available for all chapter meetings.
- Prepare a devotional for each chapter meeting and the NSDAR National Day of Prayer – which is the Sunday closest to the date of the founding of DAR.
- Keep a current file with information about each member:
 - National and state requirements: Full name, address, national number, date of acceptance and, as necessary, name change and date of death
 - Additional requirements from state chaplains vary. The file may include information needed for state report, i.e., all chapter, district, state, and national offices and chairs held and honors received.
 - A record of the birthdays of 90-year+ members
- Keep a supply of appropriate sympathy cards and notes to be sent to members who are sick or bereaved or to families of deceased members.
- Attend funeral/memorial services of a member or ensure chapter representation.
- Report immediately to state chaplain, the death of a member. Send a copy of the newspaper obituary, information about offices held, and honors received. Report deaths in chapter meetings for the record.

- Contact the family regarding the service and provide DAR marker information.
- The chapter regent is to fill out the document no. HG-1001 found in the National Information Packet or found on the Members' Website under forms and submit it to an authorized firm to purchase the DAR Insignia Grave Marker. (See *Handbook*)
- Work with regent to plan memorial service for deceased members, either at grave site or during a regular or special chapter meeting. The annual business meeting may be an appropriate time for this service.

Duties of Chapter Recording Secretary

- Read and study "Duties of Every Officer".
- Read Chapter Bylaws, Article VI - Duties of Officers, section on Recording Secretary for additional chapter specific duties.
- Secure password to e-Membership. When new officer updates are received in the Organizing Secretary General's office and updated, you may request your password online at the e-Membership home page.
- Keep a record of all the proceedings of the chapter and executive board (refer to sample in Appendix E).
- Keep on file all committee reports. Record on each report the date received and any further action taken. Committee reports should automatically be "placed on file," without a vote of the chapter.
- Make the chapter minutes available, in your presence, at the request of any member.
- Keep a copy of the official membership roll, and call the roll, if required (roster available from registrar).
- Notify board members of meetings of the board and prepare the call to the meetings.
- Notify officers and delegates of their election, and committee chairs and members of their appointment; furnish committees with documents required for the performance of their duties; and have on hand at each meeting a list of all existing committees and their members.
- Furnish delegates and/or alternates with credentials.
- Sign all certified copies of acts of the chapter, unless otherwise specified in the bylaws.
- Maintain record book(s) in which the bylaws, special rules of order, standing rules and minutes, and any amendments to these documents, properly dated and recorded, are stored. Have the current record book(s) on hand at every meeting.
- Prior to each meeting, prepare for the use of the regent (or other presiding officer) an order of business showing all matters to be considered at the meeting in their exact order and under the correct headings. Although RONR assigns this duty to the secretary, the chapter bylaws could make this a responsibility of the regent, parliamentarian, or another officer.
- In the absence of the regent and vice regent, call the meeting to order and conduct an immediate election of a recording secretary pro tem. (The secretary cannot perform in both offices.)

Duties of Chapter Corresponding Secretary

- Read and study "Duties of Every Officer" .
- Read Chapter Bylaws, Article VI - Duties of Officers, section on Corresponding Secretary for additional chapter specific duties.
- Keep a supply of printed stationery and notes customarily used by the chapter. Design an electronic version of chapter stationery for use of chapter officers when needed.

- Conduct such correspondence as may be requested by the regent or required by action of the chapter. Keep a copy of all correspondence and send appropriate copies such as thank you notes to speakers, etc., to the regent.
- Keep a copy of the official membership roll with mailing addresses (available from the registrar).

Duties of Chapter Treasurer

- Read and study “Duties of Every Officer” and “Financial Matters” (Appendix F).
- Read Chapter Bylaws, Article VI - Duties of Officers, section on Treasurer for additional chapter specific duties.
- Secure password to e-Membership. When new officer updates are received in the Organizing Secretary General’s office and updated, you may request your password online at the e-Membership home page.
- Serve as a member of the finance committee, which prepares a budget and recommends chapter dues and expenditures for the year. (see chapter bylaws)
- Keep on hand:
 - *Guide for Chapter and State Treasurers* which is available online under Financial Resources on the Executive Officer Treasurer General Webpage and form TG-3000.
 - Membership cards
 - Dues Remittance Form (OSG-1003)
 - The Donations and Contributions for Special Committees and Funds form (DEV-1003) should be used for all contributions to “Friends” and “Special” national projects, especially when the donor wishes to purchase a pin for her contribution. [NOTE: The form is found on the Members’ Website.] Keep a copy for your files.
- Mark dates on your calendar of deadlines for payments, forms or orders with earlier reminder action alerts:
 - Payment of state dues and national dues
 - Payment of contributions
 - Payment of funds for advertisements to the DAR Magazine
 - Financial report deadlines
 - Tax return and 990 due dates
- Receive, deposit, and disburse chapter funds as authorized by the chapter adhering to bylaws.
- Send notices for payment of dues and follow-ups.
- Acknowledge donations.
- Annual national dues for chapter members must be remitted per the Instructions found under “Dues Invoicer” in e-Membership. National Dues are to be postmarked on or before December 1; delinquent dues will result in members being unable to vote at state conference and Continental Congress. (NOTE: In order to eliminate worry about whether dues could be delinquent as a result of being misaddressed, lost, or returned for insufficient postage, be sure to submit them well in advance of December 1.) If remitting the individual dues of any member not paid while using the chapter’s full Dues Invoice, complete and mail payment along with the Dues Remittance Form (OSG-1003), being sure to list the members and their national numbers. (NSDAR Bylaws, Article XIII. Section 11) The preferred method of remittance is through direct online payment.
- **DIRECT ONLINE PAYMENT OF DUES.** In 2018, the DAR rolled out Direct Online Payment of Dues. Set up your chapter banking profile. Go to UPDATES section of e-membership. Select “EDIT” to update the banking profile. Read through the

OVERVIEW to get an understanding of Direct Payments, and fill in your name in the box at the bottom and click on Continue. Enter banking information and select update to save. Chapters will incur a one-time \$.50 charge when an account is updated. Please allow 30 days for accounts to be validated. Once your account information has been validated, your “Direct Payment Status” in e-membership will say Active. If it is not yet validated, it will say Pending Validation. All account activity is recorded in Direct Payment History. Once the Direct Payment account is active, this payment option will be available to process your payment through the Dues Invoicer, or you can ship the Direct Payment and continue to download and print a printable dues invoice. Payments made through this system are drawn from the chapter checking account within a week, but chapters and members are credited on the day the chapter initiates the payment.

- Send application papers, properly signed and notarized (if applicable), with chapter check made payable to the Treasurer General, NSDAR and mailed to the Office of the Registrar General.
- Send a copy of the annual audited financial report to the state treasurer.
- Keep clear, accurate records of all transactions and present written treasurer reports at all regular chapter meetings as required by chapter bylaws or the regent. Keep chapter records in a safe, secure place.
- Each chapter must file a tax form and 990 form annually with the IRS to retain their not-for-profit status. An electronic form 990N is for smaller chapters with gross income less than \$50,000. A chapter having gross income over \$50,000 must file a Form 990. These reports are due to the IRS no less than five months after the close of the chapter’s fiscal year. Send a copy to the state treasurer. If the chapter has or receives endowment funds you must inform state treasurer and NSDAR Treasurer General to avoid potential IRS concerns. Some states require filing also.
- Communicate frequently with the chapter regent regarding finances and to both the regent and registrar relative to status of chapter membership.
- Send state dues for new members, immediately following each month’s new member approvals, to the state treasurer.
- When you have questions, contact your state treasurer.
- The National Society may request the books of the Chapter Treasurer at any time and must receive them with little, if any, advance notice.

Duties of Chapter Registrar

- Read and study “Duties of Every Officer”
- Read Chapter Bylaws, Article VI - Duties of Officers, section on Registrar for additional chapter specific duties.
- Secure password to e-Membership. When new officer updates are received in the Organizing Secretary General’s office and updated, you may request your password online at the e-Membership home page.
- Attend Membership Workshop in your state.
- Keep on hand publications available from NSDAR:
 - Application papers and worksheets which *include Step by Step Instructions for Completing DAR Application Papers*
 - *DAR Genealogy Guidelines*
 - Membership Change Forms
- Provide application papers and assistance to prospective members of the chapter.

- Check that application papers are completed properly, with all necessary signatures before giving them to the chapter treasurer for mailing. The chapter signature required may be any of the five elected officers. (See *DAR Genealogy Guidelines*)
- As soon as notice is received of admission of new members by the National Board of Management; notify: the regent, chaplain, recording secretary, corresponding secretary, and treasurer.
- Communicate with Junior Membership chair regularly. Assist her in maintaining current file with birth dates.
- Check Prospective Member Database System regularly.
- Check periodically on the progress of prospective members, offering assistance.
- Report changes promptly to the Office of the Organizing Secretary General using the Membership Change Form. Also notify the state registrar.
- Seek assistance from the State Lineage Research or Volunteer Genealogists Committee for complex applications and assistance with Additional Information Required (AIR) letters.

Duties of Chapter Historian

- Read and study “Duties of Every Officer”
- Read Chapter Bylaws, Article VI - Duties of Officers, section on Historian for additional chapter specific duties.
- Maintain historical and biographical papers of the chapter, using acid free paper and materials whenever possible, in the form of scrapbooks, yearbooks, and narrative history brought up to date periodically.
- May serve as American History chair.
- Chapters must obtain permission from the Office of the Historian General to mark the graves of Revolutionary War soldiers/patriots, their wives, and daughters and to place all historical markers. Application forms are available from the Office of the Historian General. Report markings to that office.
- Encourage chapter members to nominate a qualified candidate for the DAR History Award Medal and for the Outstanding Teacher of American History.
- Chapters are authorized to verify membership and request forms for marking members’ graves. Forms may be found online or in the National Information Packet.
- Information regarding donations of material or money to the: Americana Collection, the NSDAR Archives; the Special Collection Pertaining to NSDAR History; or the DAR Historian Research Library may be obtained from the archival staff in the Office of the Historian General.

Duties of Chapter Librarian

- Read and study “Duties of Every Officer” .
- Read Chapter Bylaws, Article VI - Duties of Officers, section on Librarian for additional chapter specific duties.
- Cooperate with state librarian in securing genealogical and historical books and periodicals for the DAR Library.
- Support the DAR Library’s purchase of special equipment, furniture, out-of-print books and other special efforts through contributions to the Friends of the Library.
- Encourage contributions or bequests to the DAR Library Endowment Fund.

- Work with Genealogical Records Committee Chair to encourage compilations of genealogical sources such as Bible, cemetery, and other vital records from the locality and state.
- Support local library collections with DAR and genealogical publications.

Duties of Parliamentarian

The basic parliamentary authority which NSDAR uses to conduct business is the current edition of Robert's Rules of Order Newly Revised (RONR). A new edition is published about every ten years. It is necessary, to conduct orderly business, to have such an authority, and all DAR chapters and state organizations use it.

A chapter regent, with the approval of the chapter executive board, may appoint a chapter parliamentarian, who serves during her term. A parliamentarian is a consultant whose duty is to advise the regent and other officers, committees, and members on matters of parliamentary procedure. If the chapter does not have a Registered Parliamentarian as a member, a member with some parliamentary experience or a past regent with parliamentary knowledge may be appointed.

The parliamentarian should have knowledge of *RONR*, the bylaws and standing rules of the chapter, state, and National Society, as well as special rulings of the National Society, and bring these pertinent documents to meetings. She is seated near the regent, for easy communication, when needed.

If the parliamentarian is a DAR member, while she is serving as parliamentarian at a meeting, she assumes the non-participant role of a fair and neutral consultant, and does not speak to issues, vote, or wear DAR Insignia or sash.

The parliamentarian speaks only when requested by the chapter regent to respond to a specific question which needs an opinion by the parliamentarian or if the parliamentarian needs to call the attention of the regent to an error in the proceedings that may affect the rights of a member or may otherwise cause harm. Such advice is in private conversations.

To assure the presiding officer inconspicuous access to the parliamentarian, she is usually seated next to the presiding officer for business meetings. At meetings in which business is not transacted, the parliamentarian is usually seated after elected officers. At social functions, the parliamentarian may be accorded a special place after elected officers, honored guests and program participants. At a dinner meeting where the regent presides, the parliamentarian should be seated in front of the lectern, easily accessible to the regent.

The parliamentarian should bring to each meeting the “tools of her trade,” which include the bylaws for 1) the National Society, 2) state organization, and 3) chapter; the current edition of *Robert's Rules of Order Newly Revised*; a list of all standing and special committees and their members; and an order of business which the secretary and the presiding officers have finalized.

The parliamentarian and the executive board of each chapter should review the bylaws annually to see that they are in conformity with the state and national bylaws. The requisite points are clarified in the “Model for Chapter Bylaws.” “The rulings of the National Society shall be binding upon each state organization and each chapter and the State Regent and State Board of Management shall be responsible for compliance within each state.”)

Parliamentary issues within the chapter may be resolved by contacting the state parliamentarian.

Duties of Committee Chairs

This section is intended to help a new regent select the best qualified person to chair each committee. Current detailed instructions about committee responsibilities are in the *DAR Handbook and National Bylaws*, the National Information Packet, the DAR Members' Website, and (in some instances) the state information packet. Supplies and program material available are listed in all four sources.

Responsibilities of chapter chairs will vary according to local interests. Chairs should be involved in advance planning for programs, activities, and budget. The regent should supply each chair with resource material, instructions, and report blanks as early in the program year as possible. The chair should not have to ask for materials or instruction!

It is not necessary for the chapter (especially if it is very small) to have a chair for every national committee. However, if a chair is not appointed, the regent should make the required report to the state chair. Special chairs may be needed to meet some state requirements and for specific chapter functions.

Every chair should keep a notebook, as described in "Duties of Every Officer" (page 3), to be modified according to experience and as procedures are changed. The notebook should be passed along to her successor.

The regent should give careful thought to the special talents and any limitations of members. Examples: a member who is unable to attend meetings, often can be an effective chair; a teacher may be ideally situated to start educational programs and/or contests in her school; a knowledgeable Americanism chair can perform her duties irrespective of regular attendance or robust health; the C.A.R. chair may be the person appointed to serve as Senior Society President of a local C.A.R. society (which may be sponsored by the chapter.) See Appendix C for short descriptions of each committee, along with page references to the *DAR Handbook*.

Highlighted here are some committees which are essential to the chapter's growth.

MEMBERSHIP

Increasing membership, while retaining current members, will ensure your chapter's future. A friendly group with worthwhile goals and the involvement of all members will be successful. Personal contact with those considering resigning or those who have not paid dues is a must. Personal contact will let the member know they are needed and valued. The following ideas may be useful.

- Finding New Members
 - Ask each chapter member for names of eligible women. Contact daughters of past chapter members, wives and daughters of members of the Sons of the Revolution and Sons of the American Revolution. Contact mothers of members of the Children of the American Revolution. Remember also to contact historical societies and other patriotic societies and provide them with DAR membership information.
 - Regularly login to e-Membership to check your chapter's prospective member list, found under the Prospectives link.

- Hold at least one informal tea or genealogical workshop and invite prospective members or the general public.
- Before They Are Members
 - At meetings, use name tags—LARGE PRINT name tags—for members and guests at chapter meetings.
 - Hold some of your chapter meetings on Saturdays or evenings.
 - Ask chapter members to take time to speak personally with visitors to make them feel welcome.
 - Assure candidates who have been invited to membership by the chapter, of your interest. See that the registrar and/or Lineage Research chair contact the candidates promptly and furnishes required materials and instructions.
 - Contact candidates periodically—they may become discouraged about a problem you could solve. If assistance is not readily available at the chapter level, contact your state Lineage Research or Volunteer Genealogists chair for assistance.
 - Emphasize NSDAR is a service organization and not, simply, a lineage society.
- Involving and Retaining Members
 - After notice has been received of admission by the National Board of Management, notify members promptly. Regent or corresponding secretary may write a personal note of welcome, with details of next meeting and invitation to attend.
 - Treasurer mails to the new member membership cards, current fact sheets, and yearbooks.
 - Encourage attendance by extending a personal invitation to meetings and plan interesting meetings that will appeal to all age groups.
 - Look for opportunities to involve new members in committee projects, reading the President General's Message, or other activities.
 - Honor members of 10, 20, 25, 30, 40, 50, 60, 65, 70, 75 years with certificates obtained from the Office of the Organizing Secretary General.
 - Contact members who are unable to attend meetings. Keep in touch by telephone and personal notes. (See also suggestions for committees – some of these members may be wonderful committee chairs.)
- Membership Changes
 - Follow detailed instructions in *DAR Handbook and National Bylaws* regarding transfers, reinstatements, resignations, divorces, deaths, and all membership changes.

PROGRAMS

The Program committee should begin planning programs by May or June for the next year, to be completed before yearbook deadlines in the late summer.

Programs must reflect the objectives of the National Society and fall under one of the following categories; educational, historical, or patriotic.

Programs might include honoring DAR Good Citizens or American History Essay Contest winners. Present a Community Service Award or the DAR Medal of Honor or DAR Americanism medals. Hold a special awards meeting and invite guests and the press; prepare a description of the DAR Story so the awardees know who is giving the award. By starting well in advance, the Program committee can schedule programs on a variety of topics that fall within the purposes of NSDAR and provide maximum interest for members.

The chapter regent should have a contingency plan in case the planned speaker cancels at the last moment.

The following ideas may be helpful in planning the chapter program year:

1. Plan programs to meet requirements of the Chapter Achievement Award.
2. Invite the State Regent to visit your chapter at least once during her administration. A joint meeting of several area chapters would be most helpful to her. It should be planned well in advance. Write early to establish the date; write again to confirm the time, place, and other planned activity. NEVER make these arrangements solely by telephone. Do not plan another speaker at the time of her official visit.
3. Invite national and state officers (and district directors, if applicable) residing in your state to present special programs.
4. Take note at state conference, district workshop, or regents' council meetings of programs mentioned.
5. Have at least one function or open meeting to which prospective members are invited.
6. Read accounts in local newspapers of activities, interests, and programs of other groups which may suggest a speaker or program idea.
7. Get acquainted with new members; they may have interesting talents or program ideas.
8. Plan a program that involves member participation.
9. Ask Junior members to plan one program.
10. Plan a program that involves children or young people.
11. Make use of NSDAR resources.
12. All program participants should be given a specified time limit. Remind speakers of the time limit in your written confirmation letter.

PUBLIC RELATIONS

The Public Relations chair is an important representative of your chapter. She must work with local newspaper, radio, and television personnel in order to tell the DAR story in the community and create good will for your chapter. Suggest that she visit the local or community newspaper to confirm that your news releases are submitted in accordance with the editor's policy. The regent might arrange to go with her to visit radio and television stations in the area. Remember that materials from the DAR may be used or quoted; however, only the President General can speak for the National Society.

A media kit and brochures are available from the Office of the Corresponding Secretary General. Some possible ways to "sell" your chapter:

- Have at least one project that is community oriented, i.e., DAR Good Citizen Contest, American History and Americanism Awards, Community Service Award and JAC Clubs.
- Invite the press, as well as other visitors, to the program portion of some meetings.
- Sponsor a membership or genealogical workshop for the public.
- Submit well-written feature stories to local newspapers.
- Local cable stations may be interested in filming portions of meetings, especially dedications, awards to local citizens, essay contest winners and programs given by local officials.

In order to make an accurate report to the state chair, the chapter chair should keep a copy of all printed publicity (entire page with pictures, headings, dates, etc.) and the text of radio and television announcements, with a record of broadcast time and dates. If state has a press book, copies of articles should be sent to the state chair.

e-MEMBERSHIP

As chapter regent, you have access to e-Membership. This password-protected site allows you to update member's contact information and view various reports. You can check on the status of pending membership applications and run chapter membership reports. e-Membership also has a searchable database of all DAR members, past and present. New features are constantly being added to the site.

The Prospective link lists all the prospective members that have been assigned to your chapter by the state membership chair. Chapters are asked to contact these prospectives within three days of being informed by email that their information has been added to your chapter's list. The chapter regent can choose to contact the prospective member or she may appoint the chapter Membership chair or the chapter registrar to contact the prospective member. It is suggested that first contact be conducted by telephone if possible.

If you have previously had access to e-Membership, your password remains the same. If this is the first time, you will need to obtain your password from the Office of the Organizing Secretary by sending an email to organizing@dar.org. In the subject line type "e-Membership password needed." In the body of the email type your name, your national number, your chapter name, your chapter code, and the office you hold. You will receive a return email with your password. Your User ID is always your national number.

NOTE: Submit the Officer Change Form immediately following the election and before the installation, as incoming officers are granted access to the system 60 days before their term begins and outgoing officers are granted access 30 days after their term to help facilitate the transition.

The web address (URL) for the e-Membership website is: emembership.dar.org

To access the site, use your National Number as the User ID and the password you requested. If you have difficulty acquiring your password, contact the DAR Help Desk at helpdesk@dar.org. Do NOT share your password with anyone. The chapter vice regent, chapter recording secretary, chapter registrar, and chapter treasurer are also entitled to e-Membership access. Make sure they received their password.

STATE CONFERENCE

As chapter regent, you are the official representative of your chapter at state conference and Continental Congress. If you are unable to attend, the first vice regent may serve as alternate for the chapter regent. Duly-elected delegates and alternates have the privilege of speaking and voting, provided their credentials are in order.

State bylaws may require the chapter regent to give a written report to the State Regent, state recording secretary and/or district director prior to state conference. Some states limit the number of words allowed in each report. A good report might include reference to: outstanding programs and/or accomplishments; specific problems to be solved; problems solved or goals reached, including methods used; acknowledgment of an outstanding chapter member; and a brief summary and evaluation of the year's work. It must include the name of the chapter and the name of the regent.

Additionally, state bylaws or tradition may require the chapter regent to give a narrative report during state conference. It is important to know in advance the amount of time allowed for each regent so that the report reflects the chapter's most noteworthy achievements. A few minutes spent organizing and rehearsing such narrative reports can reduce stage fright and frustration when the timekeeper rings the bell. The chapter delegation should rise briefly when the chapter regent is called upon to report.

Before state conference:

- Refresh your memory about processions, protocol, and flag etiquette by referring to the *DAR Handbook*, *Flag Code* and *Official Procedure and Protocol Booklet*.
- Practice reciting The American's Creed.
- Find out whether or not formal dress is the general rule for certain functions.
- Review state bylaws.
- Be sure all chapter delegates and alternates have proper identification signed by chapter officers.
- Encourage delegates and alternates to attend all scheduled meetings to increase their overall understanding of DAR.
- Make a point to get acquainted with representatives from other chapters.

If time permits, discuss with the chapter delegation all proposed bylaw amendments, resolutions, committee reports, nominations, or other action on the agenda before the day when voting is to occur. Then questions can be thoughtfully discussed and alternative positions compared. The business meetings are not the occasions for consultations among delegates.

Appendix A

QUESTIONS OF POLICY AND PROCEDURE

Answers To Frequently Asked Questions

Question: Madam Regent, would you give us an update on NSDAR policy regarding political elections?

Answer: The Society is non-partisan and any activities which might be construed as political are prohibited.

Question: Could our chapter use stationery with the DAR letterhead to encourage our Congressman to support a specific bill?

Answer: We must write as individuals, never signing as a chapter or as officers, and never using official stationery. We sign as individual citizens.

Question: In our chapter, we are concerned as to whom we shall address when the meeting is full of dignitaries.

Answer: Regardless of the dignitaries present, one should address only the presiding officer, by her official title, when making a motion or speaking to a question.

Question: Is it necessary for members to stand while at Continental Congress during the reading of a message from the President of the United States?

Answer: Each year when the letter from the President of the United States to the National Society Daughters of the American Revolution is read at Continental Congress, the audience stands as a mark of respect to the OFFICE. If presented in written form or as part of the report from Continental Congress, it is not necessary for chapter members to rise. They may, however, do so.

Question: Why do we call our national convention “Continental Congress”?

Answer: *NSDAR Bylaws* require that it be called the Continental Congress of the National Society of the Daughters of the American Revolution. The title has been used for every Annual Meeting of the NSDAR since the first Continental Congress met in 1892. Continental Congress is modeled upon and named after the original Continental Congresses that met during the Revolutionary War era.

Question: When does a regent stand while presiding?

Answer: The regent stands when calling the meeting to order, declaring it adjourned and while putting a question to the vote of the chapter. She is not required to stand while presiding in a small board or committee meeting (*RONR*). She should stand when explaining her reasons for a ruling on a point of order or when speaking during debate on an appeal or point of order that she has submitted to the judgment of the assembly. She should be seated or step back from the microphone when a member is speaking in debate on any question. At other times, she will stand or sit as good judgment dictates to preserve order in the meeting.

Question: Is it permissible in a chapter where there is but one candidate for each office to have a viva voice vote instead of a ballot vote?

Answer: Only if it is provided for in the chapter bylaws.

Question: Does *Robert's Rules of Order* say that the secretary must furnish the regent with a copy of the minutes?

Answer: "Robert" does not say that the secretary must give the presiding officer a copy of the minutes. However, the secretary should cooperate with the regent for the good of the chapter. There is no harm in the regent having a copy for review, for use in planning the next meeting, or when the chapter is correcting minutes. There may be good reason to copy the regent because action taken by the chapter could require action by the regent before the next meeting. If it is necessary for any reason, the chapter could adopt a standing rule to require the secretary provide a copy to the regent within a given number of days.

Question: When is a meeting adjourned?

Answer: A meeting is not adjourned until the chair has declared the meeting adjourned. To vote to adjourn is one thing; to actually adjourn is another. *RONR* states, "Members should not leave their seats until the chair has declared the assembly adjourned." The Program is part of the meeting; therefore, the meeting should not be adjourned until after the program.

Appendix B

CALENDAR FOR CHAPTER REGENT

[See also *DAR Handbook*]

To create your own personal Regent's Calendar use the checklist below and add deadlines the chapter needs to meet. Consult chapter bylaws and state or national deadlines. Include reminder dates to allow time to submit materials by the deadlines. Always allow plenty of time to meet deadlines by scheduling votes or procedures well before deadlines.

Example: The deadline for election and reporting delegates and alternates for Continental Congress to send to the National Society is governed by chapter bylaws (when delegates are elected) and National deadlines (must be received by the 15th of the second month preceding the month of Continental Congress, i.e., list of elected delegates and alternates must be received at National by April 15 for a June Continental Congress).

Do not be concerned about a lengthy calendar. It is better to have it all listed in one place. Some months may require more than a page. If placed in a loose-leaf notebook the chance for missing an important deadline or a Chapter Regent duty is limited. The calendar for the chapter is not simply where the Regent goes, it is also what she does.

CHAPTER CALENDAR CHECKLIST

FIRST MONTH OF YOUR TERM IN OFFICE

- **Regent's Term Begins** - Consult chapter bylaws for the date the Regent's term begins. Following installation, the incoming regent accepts the gavel and the chapter regent's pin. The chapter regent's pin is the property of the chapter and if the pin is lost, a chapter officer must verify the loss in writing to the office of the Organizing Secretary General in order to secure a new pin from Hamilton Jewelers.
- **DAR Chapter Property Agreement** - Outgoing chapter officers need to fill out the form and include it when turning materials over to the incoming officer. A copy of the agreement should be kept with the officer and the original be given to the chapter recording secretary, chapter historian, or another appropriate chapter officer as indicated in the chapter bylaws. A sample DAR Chapter Property Agreement form is on the DAR Members' Website under Forms>Historian General.
- **Chapter Parliamentarian** - The regent may appoint a parliamentarian, if provided for in the chapter bylaws.
- **Chapter Supplies** are ordered from the DAR Store, 1776 D Street NW, Washington, DC 20006-5303, with checks payable to the Treasurer General, NSDAR. Orders may be placed through the online store or phoned ~~or faxed~~ using Visa, MasterCard, or Discover credit card (minimum order \$15). A complete order blank for all supplies is in the National Information Packet or available under Forms>Corresponding Secretary General on the DAR Members' Website.

DURING THE FIRST THREE MONTHS IN OFFICE

- **Chapter Chairs** are appointed by chapter regent. For each appointment send the name and contact information of the newly-appointed chair to the corresponding state committee chair, or follow the procedure in your state. Include the name of the chapter and chapter code number with all correspondence. The regent has no power to create committees, nor is she an ex-officio member of any committee, unless provided for in the bylaws. She has only those powers provided for in the bylaws or other rules or in a special case by the adoption of a motion to that effect.

- ❑ **Chapter Executive Board** – Hold a planning meeting.
- ❑ **Chapter Yearbook** copy should be ready by publication deadline for timely distribution. Many chapters have their Directory on a secure chapter website.
- ❑ **Chapter Address Labels** – If applicable, prepare and send address labels of chapter members for state bulletin or newsletter. (Place this in month the state requires receipt.)
- ❑ **Chapter Bylaws** - Review with parliamentary and Bylaws chair to confirm the chapter bylaws are in conformity with the *National Bylaws* and rulings and also with state bylaws. If they are not, meet with Bylaws Committee to prepare amendments for consideration by the chapter. Incorporate amendments (if any) mandated by the Continental Congress. Request the committee meet to prepare amendments for consideration by the chapter. A current copy of the chapter bylaws should be sent to the state parliamentary.
- ❑ **State/National Bylaws** – Read State and National Bylaws for additional deadlines and responsibilities.
- ❑ **National Information Packet (NIP)** - Make certain each officer and committee chair has a copy of their section of the National Information Packet. List every action required, supplies to be ordered and sources; note procedures and mark deadlines for contests and reports. Add deadlines to personal calendar.
- ❑ **Chapter Budget and Dues** – Assist with planning based on chapter budget; remind treasurer to prepare and mail or email statement of dues: amount, to whom payable, and deadline for receiving. The dues notice can be mailed with a regent's letter to members with information about chapter's plans for the year, state or district/division meetings (if applicable), and promotion of *American Spirit* magazine subscriptions.

BEFORE YOUR FIRST MEETING

- ❑ Plan an exciting program.
- ❑ Distribute chapter yearbook or supplement. See that one copy is sent to state officers and chairs as required by state organization. Many chapters have their yearbook/directory on their secure website.
- ❑ Distribute and discuss material from national and state Information packets.
- ❑ Assist DAR Good Citizen chair as needed. Pins and certificates must be ordered and schools contacted.
- ❑ Assist American History chair – Schools must be contacted regarding American History Essay Contest and Outstanding Teacher of American History Contest during the late summer.
- ❑ Assist National Defense chair – Schools should be contacted regarding awarding of DAR Patriotism Award for citizenship and ROTC Medals during the late summer. Orders for medals must be sent to the Office of the Corresponding Secretary General well in advance of presentation date.
- ⊞ Assist Junior Membership chair with Outstanding Junior Member Contest. Check state deadline dates.
- ⊞ Promote subscriptions to the *American Spirit* Magazine.

IMPORTANT DATES TO INCLUDE IN CALENDAR

Chapter Achievement

- ❑ State Treasurer's Chapter Achievement contribution deadline date
- ❑ Date 30 to 15 days before the due date to remind chapter treasurer
- ⊞ Date Chapter Achievement form is due to State Chapter Achievement Chair (~~see state information packet~~).

Contact Local Government, Schools and Public Libraries, etc. before school begins

- ☐ For permission to distribute scholarship information
- ☐ For permission to distribute American History & Essay information
- ☐ For permission to distribute DAR Good Citizen Contest information.
- ☐ For permission to distribute JROTC information.
- ☐ For permission to distribute JAC information.
- ☐ For permission to distribute Good Citizenship information.
- ☐ For permission to set up Constitution Week displays, programs, and proclamations. Report of observance required for Chapter Achievement Award.

Contest Entry deadlines – These state deadlines will be found in the state information packet

- ☐ American Heritage Contest
- ☐ American History Essay Contest
- ☐ American Patriot Essay Contest
- ☐ DAR Good Citizen
- ☐ Junior American Citizens
- ☐ Outstanding American History Teacher
- ☐ Outstanding Junior Contest

Continental Congress

- ☐ Reserve hotel room (see DAR Members' Website for information)
- ☐ Report to the State Regent the names of Junior members who could serve as pages at Continental Congress before December 1st. The President General officially appoints pages and House Committee members, largely based on recommendations from the State Regents.
- ☐ Submit Continental Congress Credentials Packet before deadline (See Credentials Packet for date)
- ☐ Finalize plans for attending Continental Congress is late spring

Dues

- ☐ Deadline dues must be received by State Treasurer
- ☐ December 1st - deadline for National dues
- ☐ Reminder to check with Chapter Treasurer about two weeks before deadline.

****DEADLINE:** Dues must be submitted electronically or show a Federal Postal Service or other carrier cancellation date of no later than December 1, and be sent to the Office of the Organizing Secretary General, in order for your chapter to have voter representation at Continental Congress. *DAR National Bylaws-*

Election of Chapter Officers

- ☐ Elect Nominating Committee members based on date in chapter bylaws
- ☐ Elect officers based on date in chapter bylaws
- ☐ Immediately after election fill out and submit the Chapter Officer Change form. (Fill in date officers assume office not the date of election.)

Election of delegates and alternates to Continental Congress

- ☐ Deadline date to send forms to the National Society (15th of the second month preceding the month of Continental Congress)
- ☐ Date chapter bylaws specify as date to elect the delegates/alternates.

Election of delegates and alternates to State Conference

- ☐ Deadline date to send forms to the State Credentials Chair
- ☐ Date chapter bylaws specify as date to elect the delegates/alternates.

Financial Items other than Dues

- ☐ Deadline state contribution monies must be received by State Treasurer.
- ☐ Fiscal Year End Date
- ☐ 990N Form or 990 Form completion date
- ☐ Financial Statement due to State Treasurer
- ☐ Date Chapter Audit or Review to be completed
- ☐ Assist the responsible chapter committee in developing the chapter budget to be approved by the chapter members no later than the last regular meeting before the end of the chapter's fiscal year.

Chapter Master Report (CMR)

- ☐ Available online by the end of August
- ☐ Set date when chapter chairs are to have their information submitted
- ☐ Deadline date the Chapter Master Report is due to the State Chair
- ☐ Place a reminder 2 weeks before due date

Meeting Dates

- ☐ Chapter
- ☐ State
- ☐ National
- ☐ District/Division if applicable
- ☐ Regents' Council/Club

National Board of Management Meeting

- ☐ Held in February, immediate before and after Continental Congress, October, and December.
- ☐ New members approved the fifth of each month.
- ☐ Application papers for prospective members to be approved at a specific National Board of Management must be received by the National Society at least six (6) weeks prior to the meeting.

State Conference and State Workshop

- ☐ Plan on attending
- ☐ Make hotel reservations early
- ☐ Report to the State Regent the names of Junior members who could serve as pages at state conference

Holidays (Holidays in bold type signify when DAR offices are closed.)

- **New Year's Day – January 1**
- **Martin Luther King, Jr. Day – third Monday in January**
- **Inauguration Day**
- **President's Day, third Monday in February**
- Abraham Lincoln's Birthday, February 12

- George Washington's Birthday, February 22
- The American's Creed Day, April 3
- Battle of Lexington and Concord, April 19, Patriot's Day
- Mother's Day – second Sunday in May
- Armed Forces Day, usually 3rd Saturday in May
- **Memorial Day (Decoration Day), Last Monday in May**
- Flag Day, June 14
- Independence Day, July 4
- **Labor Day, First Monday in September**
- Citizenship Day and Constitution Day, September 17
- Constitution Week, September 17-23
- National Society of the Daughters of the American Revolution founded, October 11, 1890
- NSDAR Founders Day – October 11
- NSDAR Day of Prayer (October)
- Columbus Day, October 12
- **Columbus Day observed, Second Monday in October**
- Kate Duncan Smith DAR School – Dedication Day (October)
- Election Day, First Tuesday after the First Monday in November
- **Veterans Day, November 11**
- **Thanksgiving Day, Fourth Thursday in November**
- Bill of Rights Day, December 15
- **Christmas Day, December 25**
- **New Years Eve, December 31**

Appendix C

Committee Descriptions

The brief job descriptions of the following national level committees are placed here to assist the new Regent as she considers chapter committee appointments. [See *DAR Handbook*, the National Information Packet, and the DAR Members' Website for details.]

- **American Heritage** – Promotes preservation of American cultural traditions and participation in contests for arts and sculpture; fiber arts; historic preservation; music; crafts, literature and drama; cultural events and traditions; and quilt oral history project.
- **American History** – Promotes the study of U.S. history during the entire year through: the participation of students in the American History Essay Contest and the Christopher Columbus Essay Contest in schools; newspaper articles; spot announcements; displays in schools and libraries; and presents the Outstanding Teacher of American History Award. The committee oversees the approval process for the NSDAR Historic Preservation Award. [NOTE: Chair should visit schools, arrange publicity, distribute materials, work with teachers and community leaders, and meet deadlines. May be historian.]
- **American Indians** – Provides opportunity for projects by the chapter to support the Indian schools and scholarship fund, Bacone College, Chemawa Indian School, and Indian Youth of America Summer Camp Program.
- **Americanism** – Community-oriented service with the objective of promoting knowledge, loyalty and love of country in the hearts and minds of American citizens, whether naturalized or citizens by birth. The committee oversees the approval process for the DAR Medal of Honor and the DAR Americanism Medal.
- **Chapter Achievement Award** – Promotes efforts toward attaining chapter achievement recognition; assists with plans for programs, activities and budget; checks progress periodically; and reports per instructions. Meeting deadlines is important.
- **Children of the American Revolution** – Promotes training in patriotism and leadership for youth from birth to twenty-second birthday.
- **Commemorative Events** – Coordinates the celebration of National Society observances. [NOTE: Chapter chair also coordinates state and chapter observances.]
- **Community Classroom** – Encourage Daughters' support of teachers and students in local schools.
- **Community Service Awards** – Recognizes worthy residents from various walks of life, who have contributed to their communities in a praiseworthy manner through civic and benevolent activities or acts of heroism.
- **Conservation** – Encourages study of and participation in conservation efforts. Conservation may be community oriented through awards and projects in natural resources. The committee oversees the approval process for the NSDAR Conservation Medal.

- **Constitution Week** – Promotes special programs during the week of September 17-23 to inform and educate the public about the United States Constitution. [Commemorated the week in which 17 September falls.]
- **DAR Genealogy Preservation** – Preserves the various printed records of the National Society by entering the information into searchable databases. The effort of these volunteers has resulted in the Genealogy Research System.
- **DAR Good Citizens** – Recognizes and awards senior high school students who exemplify the qualities of a good citizen. The chair should work with school administrators, visit area high schools and distribute materials. She must ensure that entries are in proper form and deadlines are met. Details are in the *DAR Handbook*, National Information Packet and on the DAR Members' Website.
- **DAR Magazine** – Promotes subscriptions from chapter members. Contact the DAR Magazine Office Advertising Coordinator concerning advertising. The Newsletter Media Kit with complete instructions is available on the DAR Members' Website.
- **DAR Museum Outreach** – Informs members of the programs, exhibits and needs of the Museum. Promotes monetary gifts to the Museum to support exhibitions, purchase additions to the collection and pay for the conservation of objects.
- **DAR Project Patriot** – Supports America's service personnel in current conflicts abroad, by sending comfort items and other requested items.
- **DAR Scholarship** – Promotes contributions to scholarship funds and publicizes available scholarships through high school guidance offices. The chapter chair forwards applications to the state chair.
- **DAR School** – Promotes contributions and support of the two DAR schools and four approved schools. Programs are available to chapters along with opportunities for chapter projects. Complete details in the *DAR Handbook*.
- **DAR Service for Veterans** – Provides opportunities for community-oriented projects for chapters near VA medical centers and nursing homes, volunteer service, and financial support.
- **The Flag of the United States of America** – Promotes learning about the history and proper use of the Flag. Suggested activities involve the chapter and the local community in educational flag events and projects.
- **Genealogical Records** – Preserves valuable unpublished records, such as Bible records. Essential information is in *Instructions for Copying Source Records and Their Preparation for Library Use*, available from the Office of the Corresponding Secretary General.
- **Historic Preservation** – Promotes chapter historic preservation projects in their local communities. Presents the Historic Preservation medal to qualified individuals.

- **Insignia** – This committee is concerned with the proper use and the proper placement of pins and bars upon the official ribbon. Details are in the *DAR Handbook* under “Insignia, Sash and Banner.”
- **Junior American Citizens** – Promotes good citizenship and appreciation of American history and heritage by encouraging sponsorship of clubs in schools and other community groups. The chapter regent will receive information in the National Information Packet and the JAC link on the DAR Members’ Website has contest information. Materials and plans should be ready before the school year begins.
- **Junior Membership** – Promotes active participation by Junior members (age 18 to 36). Financial support for the DAR schools is promoted through the Helen Pouch Memorial Fund. A Junior member as the chapter chair could be beneficial. Each chapter is encouraged to sponsor a Junior for the Outstanding Junior Member Contest. Details in the *DAR Handbook* under this committee.
- **Lineage Research** – Assists prospective members to obtain the required documentation for membership.
- **Literacy Promotion** – Promotes literacy for adults. Chapter members may serve as tutors or personal advisors.
- **Membership** – Provides ideas for membership development. Committee responsibilities include: promoting knowledgeable and active members; guiding chapters in gaining new members and retaining current members; maintaining accurate membership records; and recognizing outstanding achievement in membership.
- **National Defense** – Promotes “enlightened public opinion” at the chapter level and in the community. The chapter chair gives a three-minute report at every chapter meeting except when the chapter program presented is on national defense. Recognizes outstanding citizens with the DAR Distinguished Citizen Medal for adults and DAR Youth Citizenship Awards to elementary through high school students, as well as youth service and patriotic organizations. Gold and Bronze ROTC medals are presented to outstanding high school and college cadets. It is recommended the report be taken from the National Defense message or other NSDAR materials. National Defense message is available in the *Daughters* Newsletter or on the DAR Members’ Website. Details in the *DAR Handbook*.
- **Patriot Records Project** – Indexes genealogical information pertaining to the Revolutionary War period contained within various repositories.
- **President General’s Project** – Promotes the President General’s Project. Chapters are awarded special certificates for 100% participation in the President General’s Project.
- **Public Relations and Media** – This committee tells the DAR story. The chair must be well informed about DAR in general and her chapter in particular, and must be able to work with the local news media to provide information about DAR activities. Publicity should be sent to the state chair and must meet state requirements. A media kit and brochures are available from the Office of the Corresponding Secretary General or on the DAR Members’ Website via the committee’s homepage.

- **Service to America** – This committee encourages members to provide meaningful community service in order to promote historic preservation, education and patriotism.
- **Volunteer Genealogists** – Conducts workshops and assists in the proper preparation and documentation of new member and supplemental application papers.
- **Volunteer Information Specialists** – Promotes use of computer technology to facilitate the work of the society.
- **Women's Issues** – Serves as a platform to address current issues important to today's women. The committee's web page provides materials which emphasizes how DAR can be an integral part of the lives of women across the age spectrum.

Appendix D

ORDER OF BUSINESS FOR CHAPTER MEETINGS

The order of business for chapter meetings is in the *DAR Handbook*. Opening Exercises were established by special ruling of the Executive Committee NSDAR October 1985. The standard order of business begins with “Reading and Approval of Minutes” and continues to announcements as established in the DAR parliamentary authority. [RONR]

- Call meeting to order
- Opening Exercises¹
 - DAR Ritual or Scripture and Prayer
 - Pledge of Allegiance to the Flag of the United States of America
 - The American’s Creed
 - Preamble to the Constitution of the United States of America*
 - National Anthem or appropriate patriotic song*
 - Pledge to the state flag, if customary
- President General’s Message
- National Defense Report² (available online on the Members’ Website)
- Roll Call, if necessary to establish quorum
- Reading and Approval of Minutes (Minutes may be approved by committee. However, all members must have access to minutes. Have printed copies available at meetings)
- Reports of Officers (as listed in the Bylaws)
- Report of Executive Board (recommendations are moved by the Secretary who is the reporting officer)
- Reports of Standing Committees (as listed in the Bylaws)
- Reports of Special Committees (in order, by date they were appointed)
- Special Orders (unfinished special orders, items that have been made special orders, and matters that the Bylaws require to be considered at a particular meeting)
- Unfinished Business and General Orders (chair should proceed with unfinished business by announcing each item in proper order)
- New Business
- Announcements (may include recognition of hostesses for meetings)
- Program³
- Adjournment

*denotes optional

¹The Order for Opening Exercises was established by special ruling of the Executive Committee of the National Society Daughters of the American Revolution, October 1985.

²Check Chapter Achievement Award requirements.

³By a two thirds vote or by general consent, the program may be presented at any time desired in the adopted order of business.

Before calling the meeting to order, the chapter regent should already know how many members constitutes a quorum. The quorum will be spelled out in the chapter bylaws in the article titled Meetings. It is usually represented as a specific number but may be a percentage.

1. **CALL MEETING TO ORDER.** (At the set time, the regent will rise and rap the gavel once.) “The meeting will come to order.” If the regent notices that a quorum is not present, the only action that can be taken is:
 - a. Fix the time to which to adjourn (set an adjourned meeting)
 - b. Adjourn
 - c. Recess
 - d. Take measures to obtain a quorum (The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent and a notice cannot be validly given.)
2. **OPENING EXERCISES**
 - a. DAR Ritual or Scripture and Prayer
 - b. Pledge of Allegiance to the Flag of the United States of America
 - c. The American’s Creed
 - d. Preamble to the Constitution of the United States of America (optional)
 - e. National Anthem or appropriate patriotic song (optional)
 - f. Pledge to the state flag, if customary
3. **PRESIDENT GENERAL’S MESSAGE**
4. **NATIONAL DEFENSE REPORT**
5. **ROLL CALL.** [If there is a roll call, it should take place at the end of the opening ceremonies.] “The secretary will call the roll.” The purpose is to record members present, note absentees and confirm a quorum. A sign-in sheet may be used instead.
6. **READING AND APPROVAL OF MINUTES.** “The secretary will read the minutes of the previous meeting.” In all but the smallest meetings, the secretary stands to read the minutes. The regent asks, “Are there any corrections to the minutes?” and pauses. (Corrections, when proposed, are usually handled by unanimous consent.) Then the regent says, “If there are no corrections (or, further corrections), the minutes stand approved as read.” (If corrections are made) “The minutes stand approved as corrected.” By a majority vote, without debate, the reading of the minutes can be “dispensed with,” that is, not carried out at the regular time. If the reading is dispensed with, it can be ordered (by majority vote without debate) at any time during the meeting when no business is pending. If not taken up before adjournment, these minutes must be read at the following meeting before the later minutes. Minutes of board meetings are read and approved only *by the board*.
7. Minutes are the official record of what was done at the meeting. The minutes are generally approved at the next meeting by unanimous consent, unless there is more than a quarterly break until the next meeting (such as summer break), then a committee should be authorized to approve the minutes. Some chapters are emailing minutes to members for approval. All members must have access to minutes. Have copies available at all meetings.
8. **REPORTS OF OFFICERS, EXECUTIVE BOARD AND STANDING COMMITTEES.** Officers generally do not report in regular meetings; however the bylaws may require them to report at the annual business meeting. Reports of officers should be read and filed. No further action is required unless the reports contain recommendations to come before the chapter. “May we have the report of the treasurer? Are there questions concerning the report? The treasurer’s report will be filed.” Treasurer’s report must be in the minutes.

If an officer concludes her report with a recommendation, she does not move adoption herself. Another member moves adoption of the recommendation(s) as soon as the report is concluded. A motion arising out of a report of an officer, board or committee is **taken up immediately**, since the object of having an order of business is to give priority to the items of business coming from official persons early in the meeting.

Recommendations from the executive board are requested by the regent, "The recording secretary will read the recommendations from the executive board." They do not require a second. They may be considered one at a time or in gross. The recording secretary, "By direction of the executive board I move the adoption of the following recommendations. "

The chair now calls for reports of standing committees. "The next business in order is the reports of standing committees. The chair recognizes Mrs. Donn, chair of the Membership Committee, for a report." The reporting member would state after reading recommendation at the close of the report, "By direction of the Membership Committee, I move to admit to membership the following list of candidates...." The regent would then ask the secretary to read from the Bylaws Article III. Members, Section 2. Admission, and proceed to the distributions of ballots.

Standing committees are called upon in the order in which they are listed in the bylaws.

9. **REPORT OF SPECIAL COMMITTEES.** "The next order of business is the report of the special committee on _____." The special committees that are to report are called upon in the order in which they were appointed. Only those special committees that are prepared, or were instructed to report on matters referred to them, should be called upon. When presentation of its report is the final activity of the special committee, the committee is automatically dissolved. No motion is needed. It is courteous for the regent to thank the members and acknowledge their efforts.
9. **SPECIAL ORDERS.** Matters which have previously been assigned a type of special priority or matters that the bylaws require to be considered at a particular meeting, such as nominations and elections of officers, may be regarded as special orders for the meeting and fall under this heading.

The regent would announce, "According to the Bylaws, nominations for the Nominating Committee are in order at this meeting "

The term, THE SPECIAL ORDER FOR A MEETING, provides for an entire meeting, or as much of it as may be necessary, to be devoted to one subject. It is taken up as soon as the minutes are approved, and the remainder of the order of business will not be taken up until this has been disposed of. It takes precedence over all other forms of special orders. (Handling a revision of the bylaws would be a good example.)

10. **UNFINISHED BUSINESS AND GENERAL ORDERS.** The term, UNFINISHED BUSINESS, in chapters that meet as often as quarterly, refers to questions that have come over from the previous meeting (other than special orders) as a result of that meeting having adjourned without completing its order of business and without scheduling an adjourned meeting to complete it. A general order is any question which, usually by postponement, has been made as order of the day without being made a special order. The Regent should not announce the heading of "Unfinished Business and General Orders" unless the minutes show that there is some business to come up under it. The Regent should have all such subjects

listed in correct sequence in a memorandum prepared in advance of the meeting. She should not ask, "Is there any unfinished business?" but should state the question on the first item; when it has been disposed of, proceed through the remaining subjects in their proper order.

"Under Unfinished Business and General Orders the first item of business is the motion relating to _____, which was pending when the last meeting adjourned. The question is on the adoption of the motion 'That (state the motion).' Are you ready for the question?" Later under the same heading, in announcing a general order that was made by postponing a question, the Regent might say, "The next item of business is the resolution relating to the proposed improvement of our newly purchased chapter house, which was postponed to this meeting. The resolution is as follows: 'Resolved, That (read the resolution).' The question is on the adoption of the resolution. Are you ready for the question?" Any item of business (in whatever class) that is on the table can be taken from the table under this heading at any time when no question is pending. To obtain the floor at this time, a member can rise and quickly address the chair, interrupting the Regent as she starts to announce the next item of business.

11. **NEW BUSINESS.** After Unfinished Business and General Orders have been disposed of the regent asks, "Is there any new business?" Members may introduce new items of business or can move to take from the table any matter that is on the table, in the order in which they are able to obtain the floor when no question is pending. Motions bringing new items of business to the floor are called Main Motions. After completion of new business, when no one claims the floor, the regent may proceed in an order determined by the practice of the chapter.
12. **ANNOUNCEMENTS.** The regent may make, or call upon other officers or members to make any necessary announcements. The placing of general announcements at this point does not prevent the regent from making an urgent announcement at any time.
13. **PROGRAM.** The program is usually presented before the meeting is adjourned, since it may prompt a desire on the part of the chapter to take action. Although it is usually placed at the end of the order of business, the program can be received at any time by suspending the rules and proceeding to it at any time during the meeting. The Regent herself cannot depart from the prescribed order of business, which only the chapter can do by a two-thirds vote, or by general consent. "The chair will entertain a motion to suspend the rules and take up...", or by unanimous consent, "If there is no objection, the program will be presented at this time. (Pause) There being no objection, the program will be presented...." The primary consideration is the courtesy toward the person presenting the program. What is the program time allotment? Be sure and apprise the speaker of the chapter's time allotment.
14. **ADJOURNMENT.** The final item of the meeting is adjournment. A meeting can be adjourned as a result of a motion made by a member, or it can be adjourned by general consent. The regent says, "Is there any further business?" If there is no response, "Since there is no further business, the meeting is adjourned." Or, the regent may say, "If there is no objection, the meeting is adjourned." This may be signaled by a single rap of the gavel. "The meeting is adjourned." Although a motion to adjourn may be adopted by a majority vote, the meeting is not adjourned until the presiding officer says "the meeting is adjourned."

Appendix E

Minutes¹

The minutes of the chapter should be a record of what was done at the meeting, not what was said by the members. Minutes should never reflect the opinions, favorable or otherwise, of the secretary.

Included in the first paragraph should be:

1. the kind of meeting; regular, special, adjourned regular or adjourned special;
2. the name of the chapter;
3. the date and time of the meeting, and the place, if it is not always the same;
4. the fact that the Regent and Secretary were present or in their absence, the names of their substitutes;
5. whether the minutes of the previous meeting were read and approved—as read, or as corrected—the date of the meeting being given if it was other than a regular business meeting.

The body of the minutes should contain a separate paragraph for each subject matter and should show:

1. All main motions or motions to bring a main question again before the chapter except any that were withdrawn
 - a. the name of the maker of the motion
 - b. the wording in which the motion was adopted or otherwise disposed of, including the facts as to whether the motion was debated or amended
 - c. the disposition of the motion, including whether adopted, lost, or if temporarily disposed of, any primary or secondary amendments pending;
2. Secondary motions that were not lost or withdrawn (motions to recess or fix the time to which to adjourn, etc. adopted when a main motion pending);
3. All notices of motions;
4. All points of order and appeals, whether sustained or lost, with the reasons given for the Regent's decision; and
5. The last paragraph should state the hour of adjournment.

Chapters may choose to place names of program participants in the minutes (or as an attachment to the minutes) as well as special guests, such as national and state officers or committee chair who may attend the chapter meeting.

[NOTE: the name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly.]

Committee reports may be either filed with minutes, summarized by the Secretary, or entered in full in the minutes, if ordered by the chapter.

Minutes approved and/or corrected at the time presented may be approved by a voice vote or by general consent. Minutes may be corrected whenever an error is noted, regardless of the time that has elapsed. The motion to amend something previously adopted is used. It requires a two-thirds vote; a majority vote with notice; a vote of a majority of the entire membership; or unanimous consent.

Additional points concerning the content of the minutes:

1. When the name and subject of a guest speaker or program topic is included, there should be no effort made to summarize the program.
2. When an election is held, a complete record of the votes cast as reported by the tellers should be included.
3. When a count is ordered, or a ballot vote, the number of votes cast on each side should be included.
4. When a two-thirds vote is taken as a counted vote, the number of votes on each side should be recorded in the minutes.
5. When the motion for a roll call vote has been ordered the secretary records the names of those voting on each side and those answering "present." Enough names should be recorded as present to reflect that a quorum was present when the vote was taken.
6. The fact that the chapter went into a committee of the whole or into quasi committee of the whole, and the committee's report.
7. Minutes should be signed by the secretary and can also be signed, if the chapter requests, by the regent. "Respectfully submitted" represents an older practice that is not essential in signing the minutes.

Example: /S/ *Margaret Jones, Secretary*

When the minutes are approved, the word *Approved*, with the secretary's initials and the date, should be written below them.

Approved _____
Date _____

A draft of the minutes can be sent to all members in advance. It is assumed that the members have used this opportunity to review them and they are not read unless this is requested. Correction of them and approval, however, is handled in the usual way. It must be understood in such a case that the copy placed in the minute book which contains all corrections made is the legal record and that none of the copies circulated to members and marked by them is authoritative.

¹For reference, see *Robert's Rules of Order Newly Revised*.

Sample Minutes

<i>Call to Order</i>	The regular monthly meeting of the ABC Chapter, NSDAR, was held on Thursday, November 11, 20__, at 7:30 p.m. at the home of Sally Brown, with the Regent, Lucy Fry, presiding and the Secretary being present.										
<i>Opening Ceremonies</i>	<p>The DAR Ritual was led by the chaplain, Beth Miller.</p> <p>The Pledge of Allegiance to the Flag of the United States of America and the American's Creed were recited in unison. The vice regent, Louise Dorsey, led the singing of the National Anthem.</p> <p>The President General's Message was read by Julie Flynn, DAR Magazine chair.</p> <p>The National Defense report was presented by Nancy Hammer, National Defense chair.</p>										
<i>Roll Call</i>	The roll was called by the secretary. A quorum was present.										
<i>Minutes</i>	The minutes of the previous meeting were approved as corrected. The correction being the balance in the treasury is \$82.30.										
<i>Officers' Reports</i>	<p>The regent's report of the district meeting was read and placed on file.</p> <p>The treasurer, Ann Crowe, reported:</p> <table><tr><td>Balance on hand October 14, 20__</td><td>\$82.30</td></tr><tr><td>Receipts</td><td>20.00</td></tr><tr><td>Total Receipts</td><td>102.30</td></tr><tr><td>Disbursements</td><td>(10.00)</td></tr><tr><td>Total on Hand, November 11, 20__</td><td>\$92.30</td></tr></table> <p>The report was referred to the Auditing Committee.</p> <p>The recording secretary read communications from the district director and the State Regent, which were filed with the minutes.</p>	Balance on hand October 14, 20__	\$82.30	Receipts	20.00	Total Receipts	102.30	Disbursements	(10.00)	Total on Hand, November 11, 20__	\$92.30
Balance on hand October 14, 20__	\$82.30										
Receipts	20.00										
Total Receipts	102.30										
Disbursements	(10.00)										
Total on Hand, November 11, 20__	\$92.30										
<i>Board Report</i>	The recommendation from the executive board, "that the State Regent be invited to be the guest speaker at the December meeting," was adopted. The recording secretary will send the invitation.										
<i>Standing Committee</i>	Elizabeth Guy, Membership chair, read the name of Georgia Bye, which had been presented at the previous meeting. The election was by ballot, and the Tellers reported: ballots cast, 14; necessary for election, 8; Mrs. Bye received 13 votes yes and 1 no vote. The regent welcomed Mrs. Bye and she was given a set of application papers.										
<i>Special Committee</i>	The special committee which was appointed to investigate and report on a possible location for the chapter to host the district meeting in June reported through its chair, Hazel Smith, a resolution, which after debate and amendment, was adopted as follows: "Resolved, That ... (exact words stated by the regent including all amendments)."										

Unfinished Business The resolution relating to the use of the chapter's genealogical references by applicants, which had been postponed from the last meeting, was taken up. After amendment and debate the resolution was adopted as follows: "Resolved, That ... (exact words stated by the regent)." This resolution will become Standing Rule No. 7.

New Business Sarah Ford moved, "that the chapter undertake the establishment of a scholarship for senior high school students." Cathy Thomas moved to amend the motion by inserting the word "underprivileged" before senior high school student. On motion by Francis Dorsey, the motion to establish a scholarship, with pending amendment was referred to a committee of three to be appointed by the Regent with instructions to develop criteria for the initial setup and to report at the next meeting. The regent appointed Sarah. Ford, Cathy Dorsey and Francis Thomas.

Announcements The regent thanked Denise Brown and Ethel Crabtree for hosting the meeting and announced that the December meeting will be December 14, 20__, at the home of Cathy Dorsey.

Program The Program chair introduced the speaker, Alice Jones, whose subject was, "Lady Liberty."

Adjournment The meeting was adjourned at 9:30 p.m.

/S/ Margaret Jones, Secretary

Approved _____
Date _____

Appendix F

Sample Annual Report of the Treasurer

Report of the Treasurer of the Liberty Chapter
For the Fiscal Year Ending May 31, 20__

Balance on Hand, May 31, 20--		\$1,113.32
Receipts:		
Members' Dues	900.00	
Proceeds from Annual Bazaar	2,850.00	
Donations	<u>100.00</u>	<u>3,850.00</u>
Total Receipts		4,963.32
Disbursements:		
NSDAR dues \$30 @ 20 members	600.00	
State dues \$5 @ 20 members	100.00	
Officer's Expense	1,150.00	
Yearbook & postage	250.00	
Stationery and Printing	150.00	
Chapter Achievement Donations	800.00	
President General's Project	600.00	
Total Disbursements		<u>(3,650.00)</u>
Balance on Hand May 31, 20--		<u>\$1,313.32</u>

Account #21250 First National Bank, 125 N. Liberty, KCMO 64111

Outstanding Bill – Hall Printers for yearbook \$200

Carol Lambert, Treasurer

(Auditor's Statement and Signature)

Audited and found correct.

*/S/ Theresa Hamilton, Chair,
Auditing Committee*

Chapter treasurers should understand that their books should be kept up-to-date, in order, and internally audited yearly and that a copy of the annual financial report and accompanying internal audit letter and proof of 990N or 990 IRS filing is to be sent to the State Treasurer. The National Society may request the books of the Chapter Treasurer at any time and must receive them with little, if any, advance notice.

Auditor or Internal Auditing Committee

The books and records of the treasurer should be internally audited or reviewed annually and always before a new treasurer assumes office. The audit may be made by a professional auditor, Certified Public Accountant, or by an Internal Auditing Committee. Chapter bylaws generally authorize the chapter regent to appoint all committees except the Nominating Committee. The bylaws may also specify an officer to serve as chair of the Internal Auditing Committee or specify the number of committee members. Action should never be taken on the treasurer's reports. You may ask if there are any questions, then the report is filed for internal audit or review.

There are three steps to auditing—proving the **ACCURACY**, checking the **AUTHORIZATION**, and making the **REPORT**. First obtain all necessary records: copy of previous audit report, Treasurer's reports, bank statements and canceled checks, check book, cash receipt and disbursement records, copies of the budget and the secretary's minutes.

Accuracy – To prove the accuracy:

Beginning Balance (last audit)	\$xxx.xx
Add receipts for entire period (receipts, deposit slips and entries checked)	<u>xxx.xx</u>
EQUALS THE TOTAL FUNDS AVAILABLE	xxx.xx
Subtract all disbursements	<u>(xxx.xx)</u>
BALANCE ON HAND AT END OF PERIOD	\$xxx.xx

This balance should agree with the balance the treasurer shows on the financial report and the bank balance plus any cash on hand. Saving accounts and CDs should be verified by number and location.

Reconciling the bank statement is next:

To–Balance from last statement	\$xxx.xx
Add–Outstanding deposits	xxx.xx
Subtract outstanding checks	<u>xx.xx</u>
Result is adjusted BANK BALANCE	\$xxx.xx
From checkbook balance	\$xxx.xx
Subtract any bank charges	<u>x.xx</u>
Result is adjusted BOOK BALANCE	\$xxx.xx

The adjusted book balance and bank balance must agree and this balance plus any cash on hand is the same as your balance on hand from calculations above. If they do not agree, look for your error or an error in the treasurer's books.

Authorization. From the minutes, bylaws, warrants, etc., determine that all disbursements were authorized. The listing of an item in the budget does not authorize expenditure. All disbursements should be supported by bills or receipts. Check to see that endorsements on checks are identical to authorized payee. Determine all checks signed by authorized signer.

Report. State what your review included, what you found, your opinion of the balances and any recommendations you may have. Prepare a detailed statement of Income, Expenses (disbursements as compared to budget), Receivables and Payables. Make your own audit—the treasurer's figures may be in error. When you are satisfied that the report is correct, you may certify the fact at the bottom of the report. It may be as brief as “**Examined and found correct.**” It should be signed by the auditors officially, their title being written underneath or on the right.

Action. As soon as the auditors' report is read, the chair says, "The question is on the adoption of the auditors' report. As many as are in favor of adoption say aye.... Those opposed say no.... The ayes have it and the report of the auditor is adopted." Thus being adopted, the chapter has endorsed the report of the auditor, which certifies that the Treasurer's Report is correct. The chair need not wait for such a routine motion, it may be assumed by the chair. This relieves the treasurer of financial responsibility for the time covered by his report, except where fraud exists.

If the treasurer's report has not been audited and there is an Internal Auditing Committee, the chair as soon as the report is read says, "The report is referred to the Internal Auditing Committee." If there is no Internal Auditing Committee, the chair says, "The Treasurer's report should be audited. A motion to appoint such a committee is in order." Usually the committee consists of two members. As soon as the committee is appointed, the regent says, "The Treasurer's Report is referred to the Internal Auditing Committee. The committee will report back at the next meeting."

Budgets

A budget is a financial statement of estimated income and expenses of an organization for a designated period. Most chapters adopt an annual budget.

The main sources of income in most not-for-profit organizations are: dues, contributions, interest on bonds and other investments and ways and means projects. The total expenditures should not exceed the total anticipated income.

There should be a budget committee to prepare and present the annual budget for adoption by the board or by the chapter, as provided in the bylaws. Generally, the budget is presented and adopted annually or at the beginning of each administration. The committee should assemble all financial data for the past administration. Analyze and compare totals in each category year by year. Estimate reasonable need in each category and compare total need with anticipated income during each year.

Budgets should be based on anticipated income for the budget period. It is never good financial policy to budget on reserve funds and current deposits. A good balance in the bank is a cushion against possible failure to realize the anticipated income, and it gives any organization a firm financial structure.

The chair of the Budget Committee presents the budget, in writing (a copy for every member) and then moves its adoption. Under discussion of that motion, the budget is read item by item and opportunity is given for amendments. When the discussion is concluded the pending motion to adopt the budget is voted on "as presented" or "as amended." A **Majority Vote** is required to adopt.

Adopting a budget is not giving a blank check for payment of bills for budget items. All bills must be approved for payment in the procedure provided by the chapter bylaws. Usually, authority is given in the bylaws to the Regent or Executive Board to "approve routine bills within the adopted budget."

Suggested Form of Budget

Proposed Budget for the Liberty Chapter of Kansas City, Missouri
For the year ending 20--

ESTIMATED INCOME

Dues from 100 members at \$40	\$4,000.00
Ways and Means Projects (estimate)	300.00
Contributions	100.00
Interest on bonds	<u>100.00</u>
Total Estimated Income	<u>\$4,500.00</u>

ESTIMATED EXPENSES

Per capita to NSDAR 100 at \$30	\$3,000.00
Per capita to MSDAR 100 at \$5	500.00
Officer's Expense	150.00
Yearbook and Postage	250.00
President General's Project	200.00
Committee Expense	50.00
Chapter Achievement Donations	250.00
Miscellaneous	<u>100.00</u>
Total Estimated Expense	<u>\$4,500.00</u>

General Fund Balance_____	/S/_____
	Chair, Budget Committee

Good Financial Practices

All funds collected by committees or officers should be turned over immediately to the Treasurer unless the chapter authorized otherwise.

The treasurer should never serve as chair of the finance or budget committee. The treasurer's duty is to receive and disburse funds on written order. For the protection of everyone concerned, a committee (of which the Treasurer may be an ex officio member) should be concerned with general financial matters, including authorization for the disbursements.

Records should be kept three years previous to the last tax return filed. Saving's accounts should be verified and the number of the account noted in addition to the name and location of bank. Liabilities and outstanding bills should also be noted on the Treasurer's report.

It is the duty of the treasurer to see that the proper income tax report (normally Form 990-N), Is made to the Internal Revenue Service each year.

The status of the budget should be given from time to time, and each person who is working under the budget should be advised about current standing. When necessary, budgets may be increased or decreased. After the adoption of the budget a motion may be made to authorize the Budget Committee or the Executive Board to make adjustments in the budget as needed.

All funds left in the various budget categories at the close of the budget term revert automatically to the general fund. If it is desired that certain funds be earmarked, designating them as special funds, to carry them forward they must be so voted before the end of the fiscal year.

Funds earned for a certain purpose must be used for that purpose. If funds are raised in excess of the amount needed or the need for the project no longer exists the funds should be returned to the donors on a proportionate basis, if possible. If not possible, by a majority vote of the entire membership, after previous notice to all members, the funds may be used for some other purpose.

Appendix G

Chapter Bylaws

Chapter bylaws are the basic instrument of the chapter, setting forth its purpose; rules by which it operates; rights and responsibilities of officers, chairs and members, and assuring continuity in chapter work. A chapter is confirmed by the National Society and is governed by its Articles of Incorporation, Bylaws, and rulings of the National Board of Management. A chapter in most instances is part of a state organization and is also governed by the rules of the state organization. A chapter regent must have on file with the **state parliamentarian**, a current copy of the bylaws of her chapter. **If the chapter is incorporated**, the articles of incorporation should be printed preceding the bylaws. Whenever the bylaws are printed or distributed the articles of incorporation must be included. The bylaws of any corporation are superseded by its charter or act of incorporation. **If the chapter is unincorporated and seeks to incorporate** check the laws of your state for incorporating.

Writing Chapter Bylaws

The Model for Chapter Bylaws can be found on the Members' website under Forms under the Organizing Secretary General's section. The chapter bylaws may meet the needs of the chapter as long as they do not conflict with the *National Bylaws* or those of the state organization. Detailed procedures to amend chapter bylaws are in this manual to assist chapters that are organized and have bylaws which require amendment.

The composition of bylaws places greater demand on "tight" clarity and precision in word choice, sentence structure, and punctuation. Every punctuation mark may have an important effect. The chapter bylaws of the chapter together with the *National Bylaws*, those of the state organization to which the chapter belongs, and the (current) 12th edition *Robert's Rules of Order Newly Revised (RONR)* i.e. the parliamentary authority for DAR.

Procedures for Amending Chapter Bylaws

Bylaws are amended by specified procedures as defined in chapter bylaws and the adopted parliamentary authority. Bylaws are amended for the long range benefit of the chapter.

Previous notice of amendments is required, with a two-thirds vote for adoption. These requirements give stability to the chapter.

An exception to requirements of previous notice and a two-thirds vote are those amendments to National Society Bylaws adopted at Continental Congress and those amendments to the bylaws of the state organization adopted at a state conference which directly affect a chapter's bylaws. These amendments automatically become a part of the bylaws for a chapter. Review these amendments and incorporate any related directly to chapters into your Chapter Bylaws

[*NSDAR Bylaws* Article XXI Section 3]. Rulings of the National Board of Management may also affect chapter bylaws. [*NSDAR Bylaws*, Article XV. States, Section 10] Amended or revised chapter bylaws should be forwarded to the state parliamentarian upon adoption.

Bylaws—Amendment or Revision?

In amending bylaws, there is a difference between the method used when one or more minor changes are proposed and when a general revision of the entire bylaws is proposed. The first step in either case is to fulfill accurately all requirements of existing bylaws as to previous notice of the proposed amendment. The last step in either case is to record in the minutes the vote on the amendment.

Amending Bylaws

If several minor amendments are proposed, a separate vote is taken upon each amendment. When the proposed amendment is before the chapter for action, any amendment to that proposed amendment is in order which does not make a change greater than that given in the notice. For example, if notice of an amendment to change the annual dues from five to ten dollars had been given at the previous meeting or sent to members, as required by the bylaws, it would be in order at the meeting when considering the proposed amendment, to amend the proposed amendment by striking out ten and inserting nine. It would not be in order to strike out ten and insert eleven, because this is a change greater than proposed in the notice. The same is true of a proposed amendment to decrease the number of meetings in a year from ten to six. It would be in order when considering this amendment to change from ten to eight meetings but it would not be in order to change from ten to four meetings because that is a change greater than given in the notice.

An amendment to the bylaws is an *incidental main motion* and primary and secondary amendments are in order. No amendment is in order that is outside the scope of the notice. Amendments to the ‘proposed amendment to the bylaws’ require a **Majority Vote** (voice vote, not counted), regardless of the vote required to amend the bylaws.

When amendments are adopted that require changes in the numbering or lettering of articles, sections, or paragraphs, the changes must be authorized through the adoption of a resolution as follows:

“*Resolved*, That the secretary [or the ... committee] with the approval of the Executive Board, be authorized to correct article and section designations, punctuation, and cross– references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Chapter in connection with the bylaws as amended.” [refer to *RONR*, 12th edition]

An amendment to the bylaws goes into effect immediately upon its adoption unless the motion to adopt, or a motion or rule adopted by the assembly, provides for another time.

Amendments Considered and Adopted Individually

REGENT:

“The next business in order is unfinished Business and General Orders. Notice was given of proposed amendment(s) to the bylaws. The chair of the Bylaws Committee will now present the proposed amendment.”

BYLAWS CHAIR: “By direction of the Bylaws Committee, I move to amend Article IV. Fees and Dues. Section 2, by....”

REGENT: “The question is on amending Article IV. Fees and Dues. Section 2 by ... Is there any debate? (*pause*) All in favor of amending Article IV, Section 2 by... will rise (if required). Be seated. All opposed rise (if required). Be seated. There are ____ in the affirmative and ____ in the negative. There being a two-thirds vote in the affirmative, the amendment is adopted. (OR) There being less than two-thirds vote in the affirmative, the amendment is lost.”

Amendments Considered by Paragraph and Adopted as a Whole

REGENT: “The next business in order is Unfinished Business and General Orders. Notice was given of proposed amendments to the bylaws, to be presented by the Bylaws chair, (or reporting member) of the committee on bylaws. Before the proposed amendments to the bylaws are considered, the chair would remind you that the parliamentary authority limits the length of (10 minutes) a member may speak on each question. No member may speak more than once on the same question without permission of the chapter, granted by a two-thirds vote without debate.” (Or, if the chapter has a special rule of order limiting debate, read the rule.) (*pause briefly for objection*) “Hearing no objection, the chair of the Bylaws Committee will proceed with proposed amendment number 1.”

BYLAWS CHAIR: “Madam Regent, the committee has complied with the requirements for amendments to these bylaws. These proposed amendments were (submitted in writing to the membership at the previous regular meeting or mailed 30 days prior to this meeting, etc.)” By directions of the committee, I move the adoption of the proposed amendments.

REGENT: “If there is no objection, the bylaws amendments will be considered by paragraphs, or seriatim, and adopted as a whole. The Bylaws chair will proceed with proposed amendment Number 1.”

BYLAWS CHAIR: (Reads the existing bylaws and then reads the proposed amendment to it.)

REGENT: Is there any debate on the amendment to Article ____, Section ____, just read?”

(In case a primary or secondary amendment is moved and seconded, it is debated and adopted by a **MAJORITY VOTE**. **Regent:** “Is there debate on the amendment to proposed amendment number 1?” [after debate] “Those in favor say aye. Those opposed no. The ayes have it. The

amendment to proposed amendment number 1 is adopted. Is there further debate on proposed amendment number 1? [pause] The Bylaws chair will present proposed amendment number 2.”)

(Continue same process until all proposed amendments have been open to debate.)

At the Conclusion of Presentation of All Amendments

REGENT: “Is there further discussion on any of the proposed amendments? (pause) Hearing none, we will proceed to vote. As many as are in favor of the adoption of the amendments to the bylaws (as amended, if any were) please rise.” (If vote is to be counted ask members to remain standing until count is completed.) (pause) Be seated. Those opposed will rise. (Pause) Be seated. The affirmative vote has it, the amendments are adopted.” (OR, There being less than two-thirds in the affirmative, the amendments are lost and the current bylaws remain intact.” (ALL are adopted or lost on the one vote.)

Revising Bylaws

A substitution of an entirely new set of bylaws is called a **Revision**. The appointment of a committee to revise the bylaws is notice that a new document will be submitted that will be open to amendment as fully as if the society were adopting bylaws for the first time. *The existing bylaws are not pending*. After the chair of the Bylaws Committee has moved its adoption, the revision is considered ARTICLE by ARTICLE. Debate and amendments are allowed after each succeeding part, however, no vote is taken on adoption until there has been opportunity to perfect all the parts by amendment. If the revision is adopted, it replaces the previously existing bylaws. If the revision is rejected, the previously existing bylaws remain intact and no amendments to the revision may be applied to the existing bylaws. *RONR*

Where there is a general revision of the bylaws, a complete copy of the proposed revision should be given or mailed to each member. A revision of the bylaws is adopted by a two-thirds vote.

REGENT: “The next business in order is the report of the committee to revise the bylaws. Chair _____.”

CHAIR: “Madame Regent, by direction of the committee on revision,
I move to substitute the proposed revision for the existing bylaws.”

(After the articles have been considered separately [as noted above], Regent takes vote.

REGENT: “The question is on the adoption of the revision to the bylaws.”

(Or the revised bylaws as amended.)
“Those in favor of the revision will rise.” (Pause)
(If count is ordered, the regent directs members to count off in rows and remain standing until count is completed.)
“Be seated. Those opposed will rise.” (Pause)
“Be seated. The affirmative vote has it, the revision is adopted.”
(Or, the negative vote has it, the revision is not adopted.)

Time Which a Bylaw Amendment Takes Effect

An amendment to the bylaws goes into effect immediately upon its adoption unless the motion to adopt specified another time for its becoming effective, or the chapter had set such a time by a previously adopted motion. While the amendment is pending, a motion can be made to amend the enacting words or the motion to amend by adding a clause such as, “ ... with the proviso that this amendment shall not go into effect until after the close of this Annual Meeting.” Or, while the amendment is pending, an incidental motion can be adopted that, in the event of the amendment’s adoption, it shall not take effect until a specified time. Either method requires only a **Majority Vote**. If the mechanics of transition to operation under a revised set of bylaws will be complicated in ways for which the act of adoption must take temporary provision, such provisions can be numbered and set out on a separate sheet attached to the draft of the revision under the heading, “Provisos.” The motion to adopt the revision can then be made in this form: “I move the adoption of the revised bylaws with the provisos attached thereto.”

It is important to note that, ALTHOUGH THE TIME WHEN A BYLAWS AMENDMENT TAKES EFFECT CAN BE DELAYED BY THE CHAPTER, THE AMENDMENT BECOMES PART OF THE BYLAWS IMMEDIATELY UPON ADOPTION. If the amended bylaws are printed, a footnote or similar means should indicate that the amended language is not yet in effect and, if language was removed by the amendment, the text of that provision would be given if it is still applicable in the chapter.

Special Rules of Order

Supersede any rules in the parliamentary authority with which they may conflict, except a rule that can be altered only by a provision in the bylaws. Adoption of a special rule of order requires either (a) previous notice and a two-thirds vote or (b) a vote of a majority of the entire membership. A special rule may be suspended by a two-thirds vote, and when suspended, then the rule in RONR is in effect.

Special Rules of Order are printed in the order they are adopted after the bylaws and before the standing rules.

Special Rules of Order may include:

- A rule relating to the length or number of speeches permitted each member in debate
- Nominations will not be permitted from the floor for elected office
- New business must be submitted to the regent five days before the chapter meeting
- The vice regent will preside over any awards recognition events

Standing Rules

Chapters often find it advisable to establish certain Standing Rules as a guide for the administration of the chapter. Standing Rules differ from bylaws in that Standing Rules can be adopted by a majority vote and without previous notice. They remain in force until rescinded or amended. If a

standing rule is applicable only within the context of a meeting, it can be suspended at any particular session (although not for future sessions) by a majority vote. Rules that have any application outside a meeting context, however, cannot be suspended.

Standing Rules might include, but not be limited to such items as follow:

- Chapter gifts for new members (such as membership card, *DAR Handbook*, copy of chapter bylaws)
- Honors that a chapter may wish to award, such as to 10, 20, 25, 30, 40, 50, 60, 65, 70, and 75 year members
- Chapter gifts to retiring chapter regent (such as Past–Chapter Regent’s pin, DAR Insignia, DAR recognition pin, personal gift, contribution to DAR project in her honor)
- Courtesies that the chapter may wish to extend to Chapter Regent when she represents the chapter at Continental Congress or at State Conference (such as corsages, certain meal tickets, travel allowance)
- Chapter custom for flowers or memorials for deceased chapter members
- Annual distribution of NSDAR membership cards to all chapter members
- Gift for program speakers

Appendix H

Election of Nominating Committee

Generally chapter (and state) bylaws provide for election of a Nominating Committee. This does NOT preclude nominations from the floor. Some chapter bylaws might provide for all nominations to be made from the floor. In either case, the bylaws will designate the meeting at which the election is held and the meeting at which the Nominating Committee is elected, if that applies.

REGENT: “The next business in order is Special Orders. The next item of business is the Election of the Nominating Committee. The secretary will read from the bylaws, Article V. (title), Section 3.”

SECRETARY: (Reads Article V. (title), Section 3)

REGENT: “Chair appoints Sarah Allen, Mildred Black, and Betty Post to serve as tellers.”

[The tellers retire to the back of the room to await instructions. The first named is the Chair of the Tellers Committee.]

(If chapter bylaws have specific requirements, such as length of time in the chapter to be eligible to serve, the Chair would read or state the rule before proceeding with the election.)

REGENT: “The floor is now open for nominations to the Nominating Committee.” (Recognize and confirm the names as nominated.)

MEMBER A: “I nominate Samantha Tree.”

REGENT: “Samantha Tree has been nominated. Are there further nominations?”

MEMBER B: “I nominate Mary Elliott.”

REGENT: “Mary Elliott has been nominated. Are there further nominations?”

(No one can nominate more than one person-until every member wishing to nominate has had an opportunity to do so. No motion to close nominations is in order as long as a member rises to make a nomination.)

REGENT: “Are there further nominations for the Nominating Committee?” (Pause) Continues until at least number (of committee) are nominated. “If not, nominations are closed. (Or, without objection, nominations are closed.) the Chair of the Tellers will come forward to receive the ballots from the Secretary.”

(Chair of Tellers approaches the Chair, receives the ballots, retires to back of room, gives ballots to all tellers and assigns them each an area in which to distribute them. The Tellers Chair takes the head table and gives the first ballot to the regent.)

REGENT: “The tellers will distribute the ballots, one to each member. The names of those nominated are (repeat names in order nominated). Prepare your ballot by writing no more than ____ (number of committee) names of candidates for whom you wish to vote. Fold your ballot once.”

(Time is allowed for voters to write names.)

REGENT: “The tellers will please collect the ballots.”

(Tellers collect ballots in same areas in which they distributed them. As soon as they are finished, the Regent continues.)

REGENT: “Have all voted who wish to do so?”
(Pause)
“If so, the polls are closed. The tellers will retire and count the ballots.”
“If there is no objection, the Chair will proceed with the next business in order.”
(Pause)
“The next business in order is.....”

(The regent proceeds with business until the tellers return to the room and stand at the back. At appropriate time, the regent asks:

REGENT: “Are the tellers ready to report?”

**CHAIR OF
TELLERS:** “Madam Regent, the tellers submit the following report.”

(She reads the report and hands it to the regent without declaring result.)

TELLERS’ REPORT

Number of ballots cast.....	25
Necessary for election	13
Samantha Tree received	23
Mary Elliott received.....	22
Betty Cee received.....	21
Jean Brown received	21
Nancy Jones received	8
Evaline Smith received.....	3
Pamela Gay received	1

Illegal Votes

Lucinda Green (ineligible)	1
One ballot containing two for Samantha Tree folded together, rejected.	1

REPORT IS SIGNED BY ALL TELLERS, THE CHAIR SIGNING FIRST. (The reporting teller hands ballots and tally sheet to secretary, who places them in envelope and marks envelope with election and date, and seals the envelope.)

REGENT: (Reads Tellers' Report as submitted)
"By your vote, Samantha Tree, Mary Elliott, Betty Cee, Jean Brown and Nancy Jones have been elected to serve as the Nominating Committee. Samantha Tree, having received the highest number of votes, is the chair. The committee will nominate one candidate for each office to be filled and report at the regular meeting in _____ (month)."

If there is no possibility that assembly may order a recount, the ballots can be ordered to be destroyed or to be filed for a certain length of time with the Secretary before being destroyed.

REGENT: (*Proceeds with remaining business*)

Election of Officers

REGENT: "The next business in order is the election of officers. The secretary will read from the bylaws, Article ____, Section ____.

[RECORDING SECRETARY READS ARTICLE ____, (title), Section ____.]

REGENT: "If there is no objection, the chair will appoint as tellers, _____, chair, _____ and _____.
(Pause) There being no objection, they are appointed. There are _____ eligible to vote. The nominating committee will report."

NOMINATING CHAIR: "Madame Regent, the nominating committee submits the following nominations." (Reads list)

REGENT: “_____ has been nominated for the office of regent, are there any other nominations for the office of regent? (Pause) Hearing no further nominations, nominations for the office of regent are closed.”
(Repeat for each office)

(If there is a motion to close nominations, it requires a 2/3 vote.)

[**NOTE:** If the bylaws allow a voice vote when there is only one nominee for an office, the Regent may take a voice vote for each of those offices until she reaches an office having more than one nominee. The Regent proceeds to instruct tellers to distribute ballots for that office and advises members to write the name of the nominee for whom she wishes to vote. Ballots are folded once. Tellers are instructed to collect, count and report in the same manner as election of the Nominating Committee.]

(When bylaws require the election shall be by ballot, the chapter **MUST** vote by ballot, even if there is only one candidate. Rather than a voice vote, as indicated above, and if a ballot vote is not required, it is preferred to authorize in the bylaws that the regent can declare a single candidate elected.)

REGENT: “The bylaws require the election to be by ballot. The tellers will come forward and distribute the ballots.” (Give any instructions necessary for marking and folding the ballots.)

REGENT: “Have all voted who wish to do so? (Pause) If no one else wishes to vote the polls are closed. The tellers will retire to count the ballots.”

REGENT: “Are the tellers ready to report?”

TELLERS
CHAIR: “The tellers, having counted the ballots cast, report as follows:”
(use same form for each office.)

Regent

Number of votes cast.....	25
Necessary for election.....	13
_____ received.....	17
_____ received.....	7

Vice Regent

Number of votes cast.....	25
Necessary for election.....	13
_____ received.....	23
_____ received.....	1

Illegal votes

Ruth Allen (ineligible)	1
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[Note: Report is signed by all tellers, the chair signing first.]

REGENT: (Repeat the report) “_____ having received a majority of the votes

cast, the chair declares _____ elected regent.” (Repeat the report and declare election of each officer.)

Ballots, tally sheets and reports are given to recording secretary and placed in an envelope. If no possibility of a recount, ballots can be destroyed or filed.