



OFFICIAL HANDBOOK

THE VIRGINIA SOCIETY

OF THE

SONS OF THE AMERICAN REVOLUTION

INTRODUCTION

The 2005 Virginia Society Official Handbook represents a revised and enhanced version of the 2002 edition. .

This Handbook contains a brief history of the Virginia Society, its Constitution and By-laws, Guidelines for Officers and State Committees, and Recommended Protocol Procedures. It should be used by the state's officers, committees, and chapters to assist them with understanding the state program, and the functioning of its various activities.

This Handbook contains several parts. The first part is the Constitution and By-Laws which are the governing documents of the Society, and they cannot be changed by an Officer or a Compatriot but only as prescribed in the Constitution or the By-Laws. The second part is the Guidelines for Officers and State Committees and Recommended Protocol Procedures which can be changed by the Executive Committee unless the change will conflict with the direction of the Constitution or the By-Laws or NSSAR guidance.

Suggested revision to the Constitution and the By-Laws should be submitted to the President-Elect. Suggested revision to the Guidelines for Officers and State Committees should be submitted to the Secretary.

CAPT John N. Dickie
State President

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HISTORY OF VIRGINIA SOCIETY
SONS OF THE AMERICAN REVOLUTION
Organized July 7, 1890, Richmond, Virginia

The movement to organize the Virginia Society was started in the city of Washington in 1890. At a conference held in the nation's capitol on February 10th, several Congressmen from Virginia constituted themselves as a committee to organize a Society in Virginia without delay.

On February 28th the committee reassembled at the Capitol, adopted a constitution and by-laws and elected the following outstanding Virginians as officers:

President Honorable William Wirt Henry of Richmond (Grand-son of Patrick Henry)

Vice President General William H. F. Lee, a Member of Congress from Burke's Station (son of Robert E. Lee)

Vice President Colonel George Washington Ball of Alexandria (nearest living male relative of George Washington)

Secretary Thomas Nelson Page of Hanover County, a man of letters

Treasurer Joseph Poryall of Richmond

Registrar J. William Jones of Richmond, a well-known historian

Lieutenant J. C. Cresap, USN, of Annapolis, Secretary-General of the National Society, and Professor G. Brown Goode, Ph.D., Registrar of the District of Columbia Society, formally organized the Virginia Society at Richmond on July 7, 1890. There were 62 charter members.

PRESIDENTS OF THE VIRGINIA SOCIETY

*	Hon. William Wirt Henry	1892-1897
*	Capt. Charles Urquhart Williams	1897-1900
*	Dr. Joseph A. White	1900-1902
*	Hon. Lunsford L. Lewis	1902-1912
*	Gen. Charles J. Anderson	1912-1913
*	Josiah Stanton Moore	1913-1914
*	Arthur B. Clarke	1914-1922
*	Col. Eugene C. Massie	1922-1924
*	Hon. Rosewell Page	1924-1925
*	Hon. Amos Johnston Ackiss	1925-1926
*	Elmore Delos Hotchkiss	1926-1929
*	William Eldridge Crawford	1929-1930
*	Dr. Joseph Dupuy Eggleston	1930-1931
*	Hon. Don P. Halsey	1931-1932
*	William Macfarlane Jones	1932-1933
*	Hon. William Henry Sargent, Jr.....	1933-1934
*	Walter Baker Livezey	1934-1935
*	Philip St. George Cooke	1935-1936
*	Tom Moore	1936-1938
*	Capt. James Dearing Fauntleroy	1938-1939
*	William Irvine Gilkeson	1939-1940
*	G. Guy Via	1940-1941
*	Gen. Harrison J. Price	1941-1942

*	William Thomas Old	1942-1943
*	A. Herbert Foreman 1	1943-1944
*	Joseph Kent Roberts	1944-1945
*	Walter F. Lipford	1945-1947
*	Archie G. Ryland	1947-1948
*	Marcellus E. Wright	1948-1949
*	Crawford S. Rogers	1949-1951
*	John J. Fairbanks, Jr.	1951-1952
*	Wallace Hicks	1952-1953
*	Kenneth C. Patty	1953-1954
*	Donald W. Shriver	1954-1955
*	COL James G. Martin, IV	1955-1955
*	R. Paul Belford	1955-1956
*	COL E. Griffith Dodson	1956-1958
*	COL Robert P. Waters	1958-1959
*	Joseph H. Cottrell	1959-1960
*	Robert V. H. Duncan	1960-1961
*	Capt. Robert P. Abernathy	1961-1962
*	E. Turpin Phillips	1962-1963
*	Rev. R. Allen Brown	1963-1964
*	COL Bruce C. Gunnell	1964-1965
*	COL Claude H. Smith	1965-1966
*	COL Carroll Wright 4	1966-1967
*	L. Ralston Curry	1967-1968
	Charles R. Haugh	1968-1969
	Donald W. Baldwin 4	1969-1970
	CDR Cary J. Randolph	1970-1971
*	Dr. Carl E. Stark	1971-1972
*	COL Irving B. Morgan.....	1972-1973
*	Thomas Page Nelson	1973-1974
	MAJ J. Thomas Burch	1974-1975
*	Gerald P. Finn	1975-1976
	Judson P. Mason 4.....	1976-1977
*	Braxton H. Tabb,.....	1977-1978
*	Dr. Walter A. Porter.....	1978-1979
*	Dr. Howard L. Hamilton 2	1979-1980
	Roderick D. Brown 4	1980-1981
*	Capt. John T. S. Kearns	1981-1982
*	George S. Knight.....	1982-1983
*	Conrad P. Mook	1983-1984
	Kenneth Calloway King, Jr.	1984-1985
	Reon G. Hillegass, Jr. 3	1985-1986
*	Chester E. May	1986-1987
*	James L. Mayer	1987-1988
	James S. Cremins, Sr.....	1988-1989
*	Walter W. Brewster	1989-1990
*	COL Richard G. Sauner 4	1990-1991
	The Rev. W. Ramsey Richardson 5	1991-1992
	Thomas Wirt Sale, Jr., MD, 10.....	1992-1993
*	LTC Carlos J. Ricketson 4	1993-1994
	John D. Sinks, PhD	1994-1995
	LTC Donald E. Dye, Jr	1995-1996
	MAJ Lorance D. Lisle	1996-1997
	Bruce A. Wilcox 6, 7, 8, 9, 12.....	1997-1998
*	COL Paul M. Frantz 4.....	1998-1999
	David H. Harpole, Sr., MD.....	1999-2000

Donald F. Reynolds, DDS.....	2000-2001
Richard S. Austin II,	2001-2002
E. Trice Taylor, DDS.....	2002-2003
James Robert Justice.....	2003-2004
CAPT John N. Dickie.....	2004-2005

- * Deceased
- 1 President General, NSSAR, 1947-1948
- 2 President General, NSSAR, 1982-1983
- 3 President General, NSSAR, 1996-1997
- 4 Former Vice Presidents General, NSSAR
- 5 Chaplain General, NSSAR, 1993-1994; 1998-2001
- 6 Librarian General, NSSAR, 1999-2001
- 7 Historian General, NSSAR 2002-2003
- 8 Historian General, NSSAR 2003-2004
- 9 Registrar General, NSSAR 2004-2005
- 10 Surgeon General, NSSAR 1997-1998
- 11 Librarian General, NSSAR 2002-2005
- 12 Treasurer General, NSSAR 2005-2006

The first Minute Books of the Virginia Society, which are of historic interest, are in the Virginia Historical Society in Richmond. Among the distinguished compatriots acting as Secretary of the Virginia Society were William MacFarlane Jones and Kenneth C. Patty. Compatriot Jones, who joined the Society in 1893, was in charge of the Headquarters office from its opening until his death in December 1951. The Honorable Kenneth C. Patty took the office of Secretary-Registrar in 1954 and served faithfully until he passed away in March 1967.

Since the organization of the Virginia Society of the Sons of the American Revolution, over 6,000 men have become members.

The Society has grown in recent years with emphasis placed on:

1. Promoting the objectives of patriotism, historical research and education.
2. Increasing membership and the number of Chapters for more effectiveness.
3. Continuing the growth of the Knight-Patty Fund, Inc.
4. Participating in the Joseph S. Rumbaugh Historical Oration Contest on both state and national levels.
5. Participating in the Coolidge Essay Contest, now renamed the Stella and George Knight Essay Contest, on both State and National levels.
6. Publicizing the Society through as many of the various media as possible.
7. Conserving items of historical interest relating to the Revolution.
8. Preserving the papers of over 6,000 members of the Virginia Society.
9. Promoting and celebrating patriotic anniversaries.
10. Locating and marking Revolutionary graves.

Three of the Virginia Society's most distinguished members have served as President General of the National Society of the Sons of the American Revolution. A. Herbert Foreman was President General in 1947-1948. Dr. Howard L. Hamilton PhD, from Charlottesville was President General in 1982-1983. Reon G. Hillegass, Jr., from Norfolk, was President General in 1996-1997.

The successful effort to honor George Mason of Gunston Hall, the brilliant statesman and author of the Fairfax Resolves in 1774, on a United States postage stamp was led by Conrad Mook of the George Mason Chapter. The stamp was issued in May 1981.

The annual commemoration of the Battle of Yorktown on October 19 has received major support from the Virginia Society. As part of this observation, the Society annually sponsors a wreath laying ceremony at the grave of General Thomas Page Nelson, a signer of the Declaration of Independence.

The annual commemoration of the Battle of Point Pleasant (now in West Virginia) in early October was initiated by and receives major support from the Virginia Society. As a part of the Memorial Ceremony, the President of the Virginia Society and other state society presidents and SAR chapter presidents place memorial wreaths on the graves of the Virginia militiamen buried there.

In the spring of 1983, the Society commemorated the presence of Virginia patriots at Valley Forge by dedicating a monument at the Valley Forge National Park. The monument was made possible by gifts from many compatriots throughout the Virginia Society and by a bequest from the estate of a former member.

The Wilderness Road, Virginia State Park and U.S. National Park cooperative venture has received official status in the SAR Historic Celebrations as of the fall Trustees Meeting 2004. VASSAR will assist the Martin Station Chapter, Virginia Society in sponsoring a wreath laying event the 2nd week of May each year. The wreath laying will commemorate the pioneers who traversed the Wilderness Road and those who manned and defended the outpost (Martin's Station). The outpost served as a beacon of light on the Wilderness Road before the pioneers journeyed through the Cumberland Gap.

Additional national and state commemorative events are held at Ramsour's Mill in NC, Kings Mountain and Cowpens National Battlefields in SC, Guilford Courthouse in NC, Saratoga National Monument in NY, and Ft. Laurens Memorial, OH.

The Virginia Society is composed of 25 chapters throughout the state and a Headquarters Chapter which serves compatriots who are members of the Virginia Society and reside beyond a chapter's or the state's borders. This is the fourth largest State Society in the National Society Sons of the American Revolution.

CHAPTERS OF THE VIRGINIA SOCIETY

Clinch Mountain Militia Chapter	Tazewell, Virginia
Colonel Fielding Lewis Chapter	Fredericksburg, Virginia
Colonel George Waller Chapter	Martinsville, Virginia
Culpeper Minute Men Chapter	Culpeper, Virginia
Dan River Chapter	Danville, Virginia
Fairfax Resolves Chapter	McLean, Virginia
Fincastle Resolutions Chapter	Roanoke, Virginia
Fort Harrison Chapter	Harrisonburg, Virginia
General William Campbell Chapter	Abingdon, Virginia
George Mason Chapter	Arlington, Virginia
George Washington Chapter	Alexandria, Virginia
James Monroe Chapter	Montross, Virginia
Lieutenant David Cox Chapter	Independence, Virginia
Martin Station Chapter	Ewing, Virginia
New River Valley Chapter	Narrows, Virginia
Norfolk Chapter	Norfolk, Virginia
Overmountain Men Chapter	Gate City, Virginia
Patrick Henry Chapter	Lynchburg, Virginia
Richard Henry Lee Chapter	Irvington, Virginia
Richmond Chapter	Richmond, Virginia
Rockbridge Volunteers Chapter	Lexington, Virginia
Sergeant-Major John Champe	Leesburg, Virginia
Thomas Jefferson Chapter	Charlottesville, Virginia
Thomas Nelson, Jr., Chapter	Newport News, Virginia
Williamsburg Chapter	Williamsburg, Virginia
Headquarters Chapter	Richmond, Virginia

The State office is not equipped to furnish full genealogies. However, anyone interested in information concerning the ancestor of another member may, with written consent of said member, contact the National Society which will furnish a copy of the original application for membership. There is a nominal fee.

All members of the Sons of the American Revolution in the Commonwealth of Virginia are encouraged to take an active part in the areas of education and good government in their communities as well as the nation and to honor their ancestors through their membership.

PART 1 – CONSTITUTION AND BY-LAWS

CONSTITUTION OF THE VIRGINIA SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION

(As of 6 September 1997)

ARTICLE I - NAME

The name of this Society shall be "Virginia Society of the Sons of the American Revolution" as set forth in its Certificate of Incorporation under the laws of the Commonwealth dated February 23, 1923, approved by the State Corporation Commission, filed in the Office of the Secretary of the Commonwealth, and duly recorded in the Clerk's Office of the Chancery Court of the City of Richmond.

ARTICLE II - PURPOSES

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

ARTICLE III - SEAL

The seal of this Society shall be a disk two and one-half inches in diameter, with the words "Sons of the American Revolution" around the top of the outer circle, and the words "Virginia Society" at the bottom thereof; with the busts of Patrick Henry, Thomas Jefferson and George Washington in the inner circle; the words "Vox" "Penna," "Gladius" being inscribed above said busts in the order named, and beneath said busts in the order named the dates "1765," "1776," "1781"; and below these dates, the words "Organized July 7, 1890."

ARTICLE IV - MEMBERSHIP

Any man shall be eligible for membership in the Society who, being of the age of eighteen years or over and a citizen of good repute in the community, is the lineal descendant of an ancestor who was at all times unflinching in loyalty to, and rendered active service in, the cause of American Independence, either as an officer, soldier, seaman, marine, militia man or minute man, in the armed forces of the Continental Congress or any of the several Colonies or States; as a signer of the Declaration of Independence; as a member of a committee of Safety or Correspondence; as a member of any Continental, Provincial, or Colonial Congress or Legislature; as a foreign national of, but not limited to, France, Poland, Spain, Sweden, Switzerland or Germany who came to North America and rendered service in the cause of American Independence; or as a recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain; provided, however, that no person advocating the overthrow of the Government of the United States by use of force or violence shall be eligible for membership in the Society. Every member of the Virginia Society shall be subject to all the rules and regulations of the National Society."

ARTICLE V - LOCAL CHAPTERS

A local chapter may be established in any community by ten or more persons eligible for membership, with power to elect its own officers, to regulate its own business, and to engage in any activity, not inconsistent with this Constitution. Every member of a local chapter shall become at the same time a member of the Virginia Society and of the National Society and shall be subject to all the rules and regulations thereof.

ARTICLE VI - OFFICERS AND BOARD OF MANAGERS

Section 1. The officers of this Society shall be a President, a First Vice-President, a Second Vice-President, a Third Vice-President, a Secretary, a Treasurer, a Chancellor, a Chaplain, a Historian, a Surgeon, and a Registrar. The first Vice-President shall be the President Elect.

All officers shall be elected at the annual meeting of the Society to serve for one year or until their successors shall have been elected.

The order in which the officers of the Society are listed is the order of rank. Should the office of President become vacant, the next ranking elected officer shall succeed to the presidency. Should any other office become vacant, the President shall assign those duties of that office to other members of the Society until the next meeting of the Virginia Society.

Section 2. The affairs of the Corporation shall be conducted by a Board of Managers. The Board of Managers shall be composed of the State Officers of the Virginia Society of the Sons of the American Revolution, the immediate past State President, and two representatives from each local chapter. The chapter representative shall be elected or appointed by the respective chapters.

The Board of Managers shall be the administrative board of the Society and shall have the power and authority to manage the affairs of the Society. It shall receive reports of the State Chairmen, review and recommend resolutions and changes to the Constitution and By-laws for a vote by the membership of the Society, and recommend policy to the membership. A minimum of one half of the members of filled offices of the Society plus a representative from at least one half of the chapters of the Society shall constitute a quorum.

ARTICLE VII - MEETINGS

Section 1. The annual meeting of the Society shall be held in February of each year to commemorate the birthday of George Washington.

The semi-annual meeting of the Society shall be held in September of each year to commemorate Constitution Week.

Section 2. Special meetings may also be held at the call of the President or Board of Managers at any time; and shall be called whenever requested in writing by fifteen or more members. Such special meetings may transact any business specified in the call.

Section 3. Fifteen members representing at least one half of the chapters in the Virginia Society shall constitute a quorum for the transaction of any business at any general or special meeting.

ARTICLE VIII - POWERS OF THE MEMBERSHIP

Section 1. Approval for establishing the Society's budget shall be reserved to the general membership at the annual meeting. Revisions to the budget may be approved by the membership at the semi-annual meeting or any special meeting called for that purpose.

Section 2: Fees and dues of the Society shall be established by the general membership of the Society.

Section 3: The establishment of permanent programs that fulfill the purposes of the Society shall be reserved to the general membership of the Society.

ARTICLE IX - AMENDMENTS

This Constitution may be amended at any meeting of the Society by a vote of two-thirds of those present; provided, that no proposal to amend this Constitution shall be finally acted on unless it shall have been first authorized at a prior meeting of the Society by a vote of two-thirds of those present and a notice of the meeting at which the date is to be finally acted upon, together with a copy of the proposed amendment, shall have been mailed and postmarked by the Secretary to the president and secretary of each chapter at least 60 days prior to such meeting.

BY-LAWS

(As of 20 February 2005)

SECTION I - ADMISSION OF MEMBERS

Admission to and membership in the National Society is required for admission to and membership in the Virginia Society, excepting honorary members. Application for membership in this Society shall be made on the printed form furnished by the National Society. A duplicate, either a carbon copy or a photocopy of the application must accompany each application. Each application must be endorsed by two members and must be approved by the Registrar.

The application fees and dues of the Virginia Society and the National Society shall accompany each application, and shall be returned to the applicant should he be rejected.

SECTION II - WITHDRAWALS FROM MEMBERSHIP

Anyone not indebted to the Society may withdraw from membership. Such withdrawal shall be in writing and addressed to the Society.

SECTION III - TRANSFER OF MEMBERSHIP

A member in good standing, upon his written application to the Secretary, may be given a transfer to any other Society of the Sons of the American Revolution.

SECTION IV - FEES AND DUES

The admission fees will be in such amounts as shall be prescribed by the National Society and the Virginia Society. The Virginia Society annual dues will be in such amount as shall be prescribed by the Virginia Society in addition to the National dues in the amount prescribed by the National Society. These fees and dues must accompany the application. The Virginia Society will waive its admission fee for any applicant eligible for waiver of the National Society Admission fee. All such applicants will pay such amounts as shall be prescribed by the National Society for the Certificate of Membership, and such amounts prescribed by the Virginia Society shall accompany these applications.

A member, who has been dropped for the non-payment of dues may be reinstated at the discretion of the Secretary and Treasurer, provided the current annual dues are paid in full.

The fiscal year of this Society shall begin on the 1st day of January of each year. The Virginia Society and National Society dues for the ensuing year shall be due on this date.

If a member is in arrears in payment of his dues on the 10 day of January, he shall be dropped from the rolls of membership of the Virginia Society.

An applicant for membership does not pay National and State dues for that calendar year in which their application is approved by the National Society.

A fee of such amounts as shall be prescribed by the Virginia Society shall accompany each supplemental claim to establish additional ancestral lines of eligibility.

The annual dues of a member of the Virginia Society who chooses not to be entered on the rolls of any Chapter shall pay such amount as prescribed by the Virginia Society in addition to the National Society and Virginia Society dues.

Any member who paid the Virginia Society life membership dues prior to 1994 has discharged his obligation for Virginia Society dues so long as he shall live, and the Virginia Society assumes the obligation of his National Society dues so long as he shall live, other sections of these Bylaws notwithstanding.

Donations received by the Virginia Society and not designated for a specific purpose shall be allocated by vote of the Board of Managers.

SECTION V - MEETINGS

The annual meeting of the Society shall be held in February of each year to commemorate the birthday of George Washington.

The Semi-annual meeting of the Society shall be held in September of each year to commemorate Constitution Week. Meetings of the Society shall be held within the Commonwealth of Virginia.

Special meetings may also be held at the call of the President or Board of Managers at any time. A request in writing by fifteen or more members for a called meeting is also to be recognized. Such called meeting may transact only the business specified for the special called meeting.

Fifteen members representing at least one half of the chapters in the Virginia Society shall constitute a quorum for the transaction of business at any general or called meeting.

SECTION VI - PRESIDENT

The President provides overall leadership to the Society in carrying out programs that fulfill the purposes of the Society in accord with the policies and guidelines established by the membership. The President is responsible for the conduct of the administration of the Society in accord with the guidelines of the budget established by the Virginia Society.

The President shall preside at all meetings of the Society and of the Board of Managers, and shall exercise the usual functions of a presiding officer. He shall be the executive head of the Society.

SECTION VII - FIRST VICE PRESIDENT

The First Vice President shall assist the President in the discharge of his duties, and in the absence of the President from any meeting, shall act as the President and perform the normal functions of the President. The First Vice President provides leadership to the Society in carrying out youth and education programs in accord with the policies and guidelines established by the membership.

SECTION VIII - SECOND VICE PRESIDENT

The Second Vice President shall assist the President in the discharge of his duties, and in the absence of the President and First Vice President from any meeting, shall act as President and perform the normal functions of the President. The Second Vice President provides leadership to the Society in carrying out programs pertaining to American heritage in accord with the policies and guidelines established by the membership.

SECTION IX - THIRD VICE PRESIDENT

The Third Vice President shall assist the President in the discharge of his duties, and in the absence of the President and other Vice Presidents from any meeting, shall act as President and perform the normal functions of the President. The Third Vice President provides leadership to the Society in carrying out programs pertaining to community affairs in accord with the policies and guidelines established by the membership.

SECTION X - SECRETARY

The Secretary shall have charge of the Society's office and be responsible for the operation thereof.

He shall keep the minutes and records, and conduct the correspondence of the Society and the Board of Managers. He shall distribute copies of the minutes of each meeting of the Society and the Board of Managers to each officer, each Past President of the Virginia Society who is a member in good standing, and each chapter president within 30 days of that meeting.

He shall with the President, or First Vice-President, sign all contracts and obligations of the Society.

The Secretary shall prepare a current copy of the Constitution or Bylaws within two months of their amendment, and shall prepare a list of all amendments to the Constitution or By-laws for publication in The Virginia Bulletin.

A member of the Society may be appointed to assist the Secretary in the performance of his duties.

SECTION XI - TREASURER

The Treasurer shall collect all the fees, dues, and other funds of the Society, deposit the same weekly in the name of the Society in one or more banks as designated by the Executive Committee, and withdraw the same only by his check, counter signed as the Executive Committee may prescribe, for payments properly supported by vouchers and for the purpose of the Society. He shall keep a true account of his receipts and disbursements and at each annual and semi-annual meeting render an accounting of his records. The Treasurer shall furnish from time to time such information relative to the funds of the Society, as the officers and Executive Committee may require.

The Treasurer and such other persons as determined by the Executive Committee are to be bonded.

The Treasurer shall submit a budget for the current fiscal year to the membership at the Annual Meeting.

A member of the Society may be appointed to assist the Treasurer in the performance of his duties.

SECTION XII - CHANCELLOR

The Chancellor shall be a member of the Virginia Bar in good standing and shall render an opinion on such questions of law or involving the Constitution and Bylaws of the Society or of the National Society, as may be referred to him by any officer of the Society, by any chapter of the Society or by the Chairman of any Trust Fund of the Society.

The Chancellor shall review resolutions and Constitution or By-law changes in accordance with such policies and guidelines as the Society may establish.

SECTION XIII - REGISTRAR

The Registrar shall investigate the proofs of eligibility of all applicants for membership, require further proof, if necessary, and when satisfied, approve and transmit applications and fees to National Society Headquarters.

He shall have custody of all genealogical papers of the Society, and shall, at each annual meeting, submit a list of Society members who have died during the year.

A member of the Society may be appointed to assist the Registrar in the performance of his duties.

SECTION XIV - HISTORIAN

The Historian shall organize and supervise the collection, preservation, and retention of material relating to the history of era of the War of the Revolution, especially with respect to the Commonwealth of Virginia. The Historian shall organize and supervise the collection, preservation, and retention of material relating to the history of the Virginia Society, both current and past. He shall also cooperate and coordinate with the Historian General of the

National Society, Historians of other State Societies, the chapters of the Virginia Society, and other organizations in collecting, recording, and disseminating historical information.

SECTION XV - CHAPLAIN

The Chaplain shall ideally be a regularly ordained member of the clergy and shall perform such duties as ordinarily appertain to his office.

SECTION XVI - SURGEON

The Surgeon shall be a licentiate Medical Practitioner and shall perform such duties as ordinarily appertain to his office.

SECTION XVII - COMMUNICATIONS

Part 1: The Virginia Society shall publish a magazine at least twice a year containing news of the organization and its programs. The magazine shall be under the direction of an editor who is a member in good standing in the Society and appointed by the President.

Part 2: The Virginia Society shall maintain a handbook setting forth the on-going policies and practices of the Society. At times determined by the Board of Managers, the Society shall publish the handbook and distribute copies without charge to all officers of the Society, each past president of the Society who is a member in good standing, and each president of a local chapter of the Society.

SECTION XVIII - STANDING COMMITTEES:

Where membership is not specified by these By-laws, the power to appoint members of standing committees shall be vested in the President and may be delegated by him.

- (a) **Executive Committee**- composed of the President, the Vice Presidents, the Secretary, and the Treasurer. The Chairman shall be the President. The Executive Committee carries out the policies adopted by the general membership. It provides a forum for the senior officers of the Society to coordinate their activities and solicit advice and assistance from each other.
- (b) **Audit Committee** - composed of three members. The Audit Committee is responsible for the audit of the Society's financial records. It shall make arrangements for the audit and provide a copy of the audit report to the officers, the past presidents of the Virginia Society who are members in good standing and served as president during the five years previous to the audit year, other past presidents on request, and each chapter president of the Virginia Society. No person serving as President or Treasurer during the time period covered by the audit shall serve on the Audit Committee once an audit begins. The ranking vice president eligible to serve on the Audit Committee shall be the Chairman.
- (c) **Membership Committee** - composed of three or more members. The Membership Committee shall promote the effective and efficient recruiting, orientation, and retention of members. The Second Vice President shall chair this Committee.
- (d) **Chapter Support Committee** - composed of three or more members. The Chapter Support Committee shall be responsible for arranging and coordinating support and assistance to chapters of the Virginia Society, including support in establishing new chapters.
- (e) **Meetings Committee** - responsible for planning and arranging all meetings of the Society and Board of Managers. The First Vice President shall chair this committee.
- (f) **Youth and Education Committee** - responsible for encouraging and recognizing exemplary accomplishments and activities by young people and promoting the education and training of young people. The First Vice President shall chair this committee.

- (g) **American Heritage Committee** - responsible for encouraging research on places, persons, and events significant to our heritage at the community, state, and national levels; the preservation of records, artifacts, and historic structures pertaining to those places, persons, and events; and promoting proper recognition of those places, persons, and events within the Society, community, and state. The Second Vice President shall chair this committee, and the Historian shall be a member of this committee.
- (h) **Community Affairs Committee** - responsible for promoting the well being of our communities and encouraging good citizenship and community service. The Third Vice President shall chair this committee, and the Chaplain and Surgeon shall be members of this committee.
- (i) **Awards Committee** - composed of the three or more members. The Awards Committee shall review for approval all proposals for the Virginia Society to bestow medals. Where there is a requirement by either the National Society or the Virginia Society that awarding a medal shall be the responsibility of a particular Officer or a Committee other than the Awards Committee, the Awards Committee review shall be limited to an examination of the criteria and process for making the award for compliance with rules of the National and Virginia Societies. Where there is no such requirement, the Awards Committee shall determine the proper award based on the rules of the National and Virginia Societies and upon principles of equity and fairness. The Committee shall judge appropriate contests that the Virginia Society may sponsor for its chapters. The Committee shall advise and recommend to the membership nominations for the Minuteman Award at its semi-annual meeting. The Third Vice President shall chair this committee.
- (j) **Awards Committee** - composed of the three or more members. The Awards Committee shall review for approval all proposals for the Virginia Society to bestow awards on individuals and shall judge appropriate contests that the Virginia Society may sponsor for its chapters. The Committee shall advise and recommend to the membership nominations for the Minuteman Award at its semi-annual meeting. The Third Vice President shall chair this committee.
- (k) **Nominating Committee** - composed of five members of whom three shall be past presidents of the Virginia Society. The Chairman shall be the most recent past President who is a member of the Virginia Society in good standing. The Nominating Committee shall present a slate of officers, all of whom have agreed to serve in the positions, for which they are nominated, to the Society at its Annual Meeting.
- (l) **Special Committees** - each to serve as subcommittee of a parent Standing Committee. Chairman to be a member of the parent committee. Also, the President may appoint special committees to meet any additional needs of his administration.
- (m) The President and First Vice President shall be ex-officio members of all Committees, except the Nominating Committee, Awards Committee, and the Audit Committee.

SECTION XIX - ENDOWMENT COMMITTEES

Each endowment fund of the Virginia Society shall be governed by a separate Declaration of Trust Agreement and Endowment Fund Committee. Current Endowment Funds of the Society are: The Hamilton Fund, the Knight/Patty Fund, and the Flathers/May Bulletin Endowment Fund.

SECTION XX - TRUSTEE

A Trustee and Alternate Trustee shall be nominated at the annual meeting in accordance with the National By-laws, Article XVI - Board of Trustees; with the further provision that no Compatriot shall be eligible for nomination to the office of Trustee of the National Society, SAR, after serving three consecutive years in that office.

SECTION XXI - BOARD OF MANAGERS

The Board of Managers shall superintend the interest and affairs of the Society within the limitations of the Constitution and Bylaws. They shall meet immediately preceding Annual and Semi-annual membership meetings, and at other such times as the President deems advisable, or at special times as stated in the Constitution. The Board of Managers shall carry out its duties as prescribed in the Constitution. They shall, after referral to and recommendation of the Chancellor and Executive Committee, consider all proposed amendments to the Constitution and/or the By-laws and all resolutions proposed for submission to the national Congress.

SECTION XXII - CHAPTERS

The membership of the Virginia Society shall be organized in chapters and Members-at-Large.

Each chapter shall report to the Secretary of the Virginia Society its president, secretary, and treasurer upon their election.

Each chapter shall submit to the Treasurer of the Virginia Society the annual dues effective for the National Society and the Virginia Society for each member carried on the roll of such chapter as of January 1st each year, along with a copy of its roll and changes thereto.

SECTION XXIII - INSIGNIA & MEDALS

The Virginia Society SAR adopts all insignia and medals prescribed by the National Society SAR.

The Virginia Society Medal is authorized by the Virginia Society.

- (a) The medal shall be an eagle bearing a 1 1/4 inch disk with the likeness of the Seal of the Virginia Society. It shall be struck in bronze and shall be suspended from a light blue ribbon. A miniature version shall be available.
- (b) Only the Virginia Society and its chapters shall award this medal.
- (c) The medal shall be awarded only to compatriots of the Sons of the American Revolution who have made valuable and outstanding contributions to the State and Chapter, such as consistently enrolling new members, making an exceptional effort to further national, state, and/or chapter programs, making extraordinary contributions to a patriotic community project, or consistently giving the chapter distinguished representation at the state level, or the state distinguished representation at the national level.
- (d) The Oak Leaf Cluster may be awarded in lieu of a Virginia Society Medal to compatriots who already have been awarded the Medal.

SECTION XXIV – ORDER OF BUSINESS

All Virginia Society meetings shall be conducted in accordance with Robert’s Rules of Order, latest edition.

SECTION XXV – Amendments

These by-laws may be amended by a majority vote of members in attendance and a majority vote of chapters represented at a regular meeting, or a special meeting called for the purpose of considering amendments. On the voting by chapters, each chapter shall be entitled to only one vote regardless of its total membership. Notice of the proposed amendment shall be mailed and postmarked or emailed by the Secretary to the president and secretary of each chapter at least ten days prior to the date of such meeting. Chapter, as used herein, does not mean the group having membership-at-large.

GUIDELINES FOR OFFICERS AND COMMITTEES

State President:

The State President presides over the semi-annual and annual meetings of the Virginia Society, Board of Managers meetings, and any other meetings of the Virginia Society he may call during his term in office. Some of his responsibilities for arranging these meetings are outlined in the Meetings Committee Guidelines. As presiding officer the following is the recommended order of business for such meetings:

Order of Business for Regular Meetings:

Board of Managers meetings:

1. Calling the meeting to order by the President
2. Invocation
3. Pledge of Allegiance
4. Pledge to the SAR
5. Address by the President
6. Reading of the Minutes
7. Reports of National Officers who are members of the Virginia Society
8. Reports of Officers
9. Reports of Committees
10. Review and recommend proposed resolutions
11. Election of Knight-Patty Trustees (at Semi-annual Meeting)
12. Old and unfinished business
13. New Business
14. Adjournment
15. Recessional
16. Benediction

Membership meetings:

- (1) Calling the meeting to order by the President
- (2) Invocation
- (3) Pledge of Allegiance
- (4) Pledge to the SAR
- (5) Address by the President
- (6) Reading of the Minutes
- (7) Reports of National Officers who are members of the Virginia Society
- (8) Reports of Officers
- (9) Reports of Chapter Presidents
- (10) Approval of Resolutions
- (11) Review and approval of annual budget (at annual meeting)
- (12) Election of officers (at annual meeting)
- (13) Nomination of National Trustee and Alternate Trustee (at annual meeting)
- (14) Nomination of candidate for Minuteman Award (at Semi-annual Meeting)
- (15) Endorsements for National Office (at Semi-annual Meeting)
- (16) Old and unfinished business
- (17) New Business
- (18) Approval of Courtesy Resolutions
- (19) Adjournment
- (20) Recessional
- (21) Benediction

The State President convenes and presides at meetings of the Executive Committee, as necessary. The President arranges place and time for the meeting, and gives this information to the State Treasurer who then sends out notices to the Committee members.

The State President appoints committee chairmen and members, under the guidelines given in the By-laws.

The State President serves on the following committees:

Executive, Chairman	Standing
Resolutions	Special
Headquarters	Special
Publications and Public Relations	Special
Special Projects	Special
SAR/DAR Liaison	Special
SAR/CAR Liaison	Special
Ex-officio member of all other committees except Nominating Committee	

1st Vice President (President Elect):

The 1st Vice President shall act in the place of the State President when he is unavailable. As President Elect he may make whatever preparations he deems necessary for his year as state president. His principal committee duties include the Youth and Education Committee and the Audit Committee, if eligible (see By-laws restriction concerning the Audit Committee). As chairman of the Youth and Education Committee, the 1st Vice President oversees the activities of the special committees under his charge and ensures that the Virginia Society's programs are properly executed. He is also chairman of the Howard L. Hamilton Endowment Committee, and as such, ensures that the conditions of the Declaration of Trust for this fund are properly executed.

The 1st Vice President serves on the following committees:

Executive	Standing
Audit, Chairman (if eligible)	Standing
Youth and Education (Chairman)	Standing
Joseph S. Rumbaugh Oration Contest	Special
Knight Essay Contest	Special
Eagle Scout Scholarship	Special
Teacher of the Year	Special
Endowment Committees	
Howard L. Hamilton (Chairman)	Special
Knight-Patty	Special
Flathers/May	Special
Meetings, Chairman	Standing
Handbook	Special
Publications and Public Relations	Special
Resolutions	Special
Ex-officio Member of all other committees except Nominating Committee	

2nd Vice President:

The 2nd Vice President is the chairman of the American Heritage Committee. As such, he oversees the functions and activities of the various sub-committees under this Committee and ensures that they are properly executed.

The 2nd Vice President serves on the following committees:

Executive	Standing
American Heritage, Chairman	Standing
Historic Observances and Commemorations Committee	Special
Yorktown Day Observance	Special
Revolutionary War Grave	Special
Chapter Support and Membership	Standing
Color Guard	Special

3rd Vice President:

The 3rd Vice President is chairman of the Community Affairs and Awards Committees. He is a member, and oversees the functions, of the New Chapters Committee.

The 3rd Vice President serves on the following committees:

Executive	Standing
Awards, Chairman	Standing
Community Affairs, Chairman	Standing
Law Enforcement and Fire Safety Commendation	Special
Veterans Affairs	Special
Good Citizenship	Standing

Secretary:

The Secretary performs and oversees all the duties specified in the By-laws. He also notifies members of the Executive Committee of the place and time for Executive Committee meetings.

The Secretary serves on the following committees:

Executive	Standing
Headquarters (Chairman)	Special
Howard L. Hamilton Endowment	Special

Treasurer:

The Treasurer performs and oversees all the duties specified in the By-laws.

The Treasurer serves on the following committees:

Executive	Standing
Endowment Committees	
Howard L. Hamilton	Special
Knight-Patty	Special
Flathers/May	Special
Headquarters	Special

Assistant Secretary/Treasurer:

The Assistant Secretary/Treasurer shall manage the day-to-day functions of the Secretary and Treasurer, at their direction. In this capacity, it is important that he be able to conduct daily business with the VASSAR Office Manager.

Chancellor:

The Chancellor is the legal officer of the Society and as such will offer legal advice to the Executive Committee and represent the Society in any legal matters.

The Chancellor serves on the following committees:

Executive Committee
Resolutions, Chairman

Special

Registrar:

The Registrar issues guidelines for State and Chapter Registrars concerning applications.

Chapter Registrar:

The Chapter Registrar should maintain a stock of NSSAR Application and Supplemental Application Forms, and Virginia Worksheets for each of these forms. He should also keep on hand a stock of Form 0910 (General Information and Application Requirements) and Form 0912 (Preparation of Application Papers).

He should work with any member who has a prospect. Furnish a worksheet for the member to give to the prospect. When the worksheet and copies of supporting documents are completed, they should be checked by the Registrar for completeness and compliance with requirements. At that point he may either prepare the application, or return the worksheet with the application papers to the prospective member for his action.

The completed application and copies of documents, along with a check to VASSAR for current National and State dues, are sent to the State Registrar.

State Registrar:

The State Registrar checks the proofs of eligibility of all applicants; requires further proofs if necessary; and when satisfied, approves and transmits the applications to the National Headquarters of the Society.

Chaplain:

The State Chaplain shall compose and deliver the invocation and benediction at meetings of the State Society and Board of Managers. He shall conduct the Memorial Service at the Annual Meeting in accordance with the traditional liturgy of VASSAR. He shall deliver any other supplications to Deity, as requested by the State President.

The State Chaplain shall contact any member of the Virginia Society when a situation arises that warrants the Virginia Society's expression of concern and best wishes. This involves a member deemed seriously ill or experiencing dire circumstances including the loss or extreme illness of an immediate family member. At a member's death, the State Chaplain shall express condolences and sympathy on behalf of the State Society to the family.

The State Chaplain may also participate in the patriotic, historical, and educational goals of the Society by such activities as the following: support and assistance with statewide events such as Yorktown Day, Flag Day, July 4th celebrations, and any historical observances, etc.; communication with or addressing groups and organizations on the contribution of religion to Colonial culture and its influence on the American Revolution; and offering assistance

and advice to local chapters and their chaplains concerning memorial and commemoration services having to do with the American Revolution.

The Chaplain serves as a member of the Historic Observances and Commemorations Special Committee under the American Heritage Committee.

Historian:

The duties of the Historian are:

- (1) Overseeing the collection, preservation, and retention of material relating to the history of the Revolutionary era, especially with respect to the Commonwealth of Virginia;
- (1) Overseeing the collection, preservation, and retention of material relating to the history of the Virginia Society; and
- (2) Cooperating and coordinate with other in SAR as well as external organizations in collecting, recording, and disseminating historical information.

These duties emphasize the history of sites, events, and individuals rather than celebrations. The Historian does not need to have special training in history, although an interest in history certainly helps. The Historian does need to be able to accomplish the task by working through others. For example, in preparation for the 225th anniversary of the Yorktown campaign the Historian is expected to work with chapters with respect to the Washington-Rochambeau trail, inspiring chapters to learn about the contributions of their local militia to the campaign, providing information to the Colonial National Park, and exchanging information with other State Society Historians and committees working on the Yorktown campaign.

The Historian will need to work closely with various Committees of the Virginia Society that are responsible for celebrating sites, events, and individuals. The Historian will also be responsible for the accuracy of historical information about Revolutionary sites, events and individuals in resolutions brought before the Society. He will therefore be an *ex officio* member of the following VASSAR Committees:

- American Heritage
- Historic Observances and Commemorations Committee
- Yorktown Day Observance
- Revolutionary War Graves
- Resolutions

The Historian is responsible for the Yorktown Campaign Descendants Program and similar programs that may be established in the future.

The Historian shall arrange for the judging of chapter scrapbooks at the Annual Meeting.

The Historian will work with the Secretary to assess the material held in the state office from time to time and recommend the archiving of material of historical value, but for which regular operations of the Society do not require ready access.

Surgeon:

The Surgeon shall inform and advise the Board of Managers on public health matters which may concern the Virginia Society. He shall render first aid in case of emergency at such meetings of the Society and the Board of Managers as he may attend.

National Trustee:

The Constitution of the National Society SAR provides that the affairs of the National Society shall be administered by a Board of Trustees consisting of the General Officers, living Past Presidents General, one member from each state society and members of the Executive Committee not in the first three categories.

A trustee is expected to assume all duties and responsibilities of the office which requires considerable time and interest. The capabilities of a nominee and his availability to serve should be the prime factors in his election.

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

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

The Trustee should:

- ❖ Attend all VASSAR functions including meetings of the Board of Managers, and assist the State President in hosting national officers.
- ❖ Attend district meetings.
- ❖ Attend and represent VASSAR at all meetings of the National Trustees.
- ❖ Encourage VASSAR to recommend qualified compatriots for national committees. These recommendations should be submitted to the National Executive Secretary, by May 1st, who will transmit them to the newly elected President General.
- ❖ Forward copies of all VASSAR adopted resolutions to be considered by the next Annual Congress to the National Chairman of the Resolutions Committee.
- ❖ Invite and encourage the State President to attend National Trustees' meetings so that they may collaborate upon the issues presented. Normally visitors are permitted to speak on an issue but not to vote.
- ❖ Maintain a close and constant relationship with the Vice President General of the Mid-Atlantic District.
- ❖ Obtain copies of the constitution and bylaws of the chapters within VASSAR.
- ❖ Serve as liaison between VASSAR and the National Society, SAR.
- ❖ Submit to the Board of Managers a detailed report of the business enacted and actions under consideration by the Board of Trustees.
- ❖ Cooperate with the officers of VASSAR, especially the President, in the performance of his duties.

Alternate Trustee:

The Alternate Trustee shall attend meetings of the National Trustees and serve as Trustee in the absence of the National Trustee, in accordance with the By-laws of the National Society.

COMMUNICATIONS

Communications has a special importance to the Virginia Society, and is treated under a separate heading in the By-laws of the Society. It encompasses all aspects of the Society's operations, including publicity within the Society, publicity of the Society's affairs to the citizens of the country, encouragement to more eligible people to become members, and giving the Society name recognition across the land. The Publicity and Public Relations Committee is the guiding committee within the Society to promote this program. The State President provides the principal oversight on the Executive Committee for this function.

PUBLICATIONS AND PUBLIC RELATIONS COMMITTEE:

This committee is responsible for the publishing of The Virginia Bulletin; submitting material relating to the state to The SAR Magazine; and encouraging chapters to publish at least four newsletters per year. At least two issues of the Virginia Bulletin are to be issued each year. The committee also supervises the operation of the VASSAR web and is responsible for its content.

Chapters should send their own news articles to The SAR Magazine. Articles for The SAR Magazine should be sent to:

Winston C. Williams, editor,
P.O. Box 26595
Milwaukee, WI 53226-0595

Articles for The Virginia Bulletin should be sent to:

Robert L. Bowen, Editor
The Virginia Bulletin
78 Smithfield Way
Fredericksburg, VA 22406
540-374-1720
Email: semperfibob@cox.net

GUIDELINES FOR STANDING COMMITTEES

EXECUTIVE COMMITTEE:

This committee is responsible for the decisions necessary to operate the Society. Actions or recommendations of the committee are ratified by the Board of Managers. The Executive Committee meets at the call of the State President. The previous year's audit report is examined in June, along with plans for the Semi-Annual meeting. Any proposed revision to the Constitution, By-Laws and the Handbook are considered at the committee meeting prior to the Society's Semi-Annual meeting.

AUDIT COMMITTEE:

This committee is responsible for the annual review of the Society's financial status and for the employment of an auditor at least once every three years; annual review of the Society's financial status, review of any audit report for the Board of Managers; and preparation and submission of appropriate forms as required by the Internal Revenue Service.

MEMBERSHIP COMMITTEE:

This committee is responsible for distributing NSSAR's Membership Committee work projects for programs to recruit new members and to increase retention of existing members by reducing "drops and resignations", and publicizing the results for VA SSAR officers and members. Each year the committee sets specific goals to realize these objectives.

CHAPTER SUPPORT COMMITTEE:

This committee is responsible for reviving dormant chapters and forming new chapters within the Commonwealth of Virginia.

If a concentration of ten or more members or prospective members is noted in a particular area, the possibility of a new chapter exists.

The chairman of this committee should work with a designated individual to get the men together, and after determining a name, petition the State Society for a charter.

The chairman should assist the prime mover or the group in obtaining members and clearing applications. He should also make available application forms and informational pamphlets, as needed.

MEETINGS COMMITTEE:

This committee is responsible for arrangements of the Annual and Semi-Annual Meetings of the Society.

For the Annual Meeting the President should do the following:

1. Upon his election select the date and place for the next annual meeting.
2. As soon after election as possible contact the selected hotel and negotiate a contract. (if the meeting is to be held at the same place this can be done before he leaves from the annual meeting at which he was elected.)
3. By early November prepare his guest list and send invitations. Determine the number to be seated at the dais (usually about 12-14). Guests typically include the President General and/or VP General NSDAR, State Regent VASDAR, Senior State President VASCAR, and the State President VASCAR with parents. Establish plan for seating, place cards, and flowers.
4. In early December work with the committee to establish costs to be included in registration fee. These would typically include costs of printing and mailing announcements, costs of printing reports, guest speaker's room, menu for banquet, flowers, bartender(s) (including ticket salesperson for bar), guest dinners, bus to Capitol, microphone, coffee/tea for meetings, and President's suite. Registration fee equals cost times expected attendance plus.
5. In early December review draft of the Annual Meeting announcement. Send the final copy back to the State Office six or seven weeks before the meeting date.
6. In early December prepare a meeting program.
7. In mid January prepare the President's letter to be included in the registration packet. Also work with the committee to determine other items to be included in the packet.

The Annual Meeting Committee should be responsible for the following:

1. After the President signs the contract for the hotel where the meeting is to be held, contact the hotel to make detailed arrangements for meeting rooms on Friday night, Saturday morning, and the Saturday Banquet.
2. In the early spring contact James River Bus Lines to reserve a bus for transportation to and from the Capitol.
3. In September write to the Clerk of the House of Delegates to reserve the Old Senate Chamber for the Saturday afternoon of the meeting weekend.
4. In late November review with the hotel detailed arrangements for meeting rooms and menu.

5. Friday night: provide a registration desk and chairs outside meeting room (5-9 PM), room set up for 40 people, theater style, standing podium, US and SAR flags, water station in back of room.
6. Saturday morning: provide a registration desk and chairs outside meeting room (8AM-1PM), room set up for 50 people, theater style, head table for 6 with standing podium with light, flags, water station in rear of room, coffee.
7. Banquet: arrange a reception (6-7PM), dinner (7-10PM), 100 people, coat rack, two bars, risers with steps for 15 people, table top podium with microphone, tables of 8, flags, presidents toast?
8. In early December send President costs that are know and work with him on establishing the registration fee.
9. In early December send the President a copy of last year's meeting announcement. When new meeting announcement is received, arrange for printing and mailing.
10. In late December or early January confirm our reservation with James River Bus Lines and send them a detailed itinerary for the bus schedule (two trips to and from the Capitol).
11. In mid January send last year's letter to President for his review. Receive new letter and include in registration packet.
12. The State Office will collect registration fees and a list of members for use at the registration desk will be prepared.

YOUTH AND EDUCATION COMMITTEE:

This committee, under the chairmanship of the First Vice-President, is responsible for promoting educational programs pertaining to youth activities, American history and our constitutional government. Various sub-committees promote and manage various state and national programs relating to youth and education:

TEACHER OF THE YEAR:

Every chapter is encouraged to recognize at least one outstanding teacher from an elementary, middle and high school and/or an outstanding teacher from each of the counties surrounding the location of the chapter. However, each chapter is permitted to forward credentials of only one candidate to be considered for the VASSAR Teacher of the Year Award. The selection shall be based on evidence that the teacher:

- Continues to learn and teach new developments in his/her field.
- Demonstrates outstanding classroom accomplishments.
- Consistently uses innovative and effective teaching techniques.
- Relates to students how classroom knowledge is necessary to develop skills for being a good and productive citizen of the country.
- Is participating in professional organizations and societies with presentation and publication of papers, leading seminars, making public speeches, and participating in parent/student activities and/or organizations.
- Is striving to make improvements in the education profession.

The Committee will examine several documents to determine the extent to which candidates meet the criteria for consideration. It is requested that documents 2-4 not exceed 400 words each. The documents include:

1. Statement of the identifying information (see also attached nomination form)

Name of Nominee

Address of Nominee

Phone Number of Nominee

E-Mail Address of Nominee

Subject(s) Taught

Grade's Taught

School

School Division

2. Letter of recommendation from the Principal of the nominees' school

3. Letter of recommendation from a parent and/or student
4. Statement of educational philosophy by the nominee
5. Vita of the nominee

The chapter should plan a recognition ceremony for the Teacher or Teachers of the Year Award and arrange for publicity. The Virginia Society, in accord with the National Society Handbook, has approved the presentation of the Bronze Good Citizenship Medal for winners at the local level.

At the VASSAR Annual Meeting, the Virginia Society will recognize one teacher as the VASSAR American History Teacher of the Year. VASSAR will present that teacher with a personal VASSAR American History Teacher of the Year Plaque and a cash award. The Chapter sponsoring the VASSAR American History Teacher of the Year will be presented the Chester E. May Award. Credentials of all candidates and contact information for the chapter should be submitted to the Chairman of the Teacher of the Year Committee by December 31.

The Teacher of the Year Program, as originally established in 1986, approved by the membership, and continued to the present day, places no restrictions on the subject matter taught. The SAR does have special interest in the teaching of American history and American government. The Committee will ensure that a teacher in one of these areas is recognized by VASSAR. In the event the teacher who has been selected by the committee is not a teacher of American History or American Government, the teacher selected will receive the VASSAR Teacher of the Year Award and also that same year, the top rated teacher of American History or American Government will also be named as a Teacher of the Year and receive the State Award. In the event that the top rated teacher is a teacher of American History or American Government, then we will only have one VASSAR Teacher of the Year Award for that year. This allows us to keep the original intent of the award while still honoring the person whom VASSAR feels is the best teacher of American History or American Government in Virginia.



TEACHER OF THE YEAR NOMINATION FORM

NAME OF NOMINEE _____

ADDRESS OF NOMINEE _____

PHONE NUMBER OF NOMINEE _____

EMAIL ADDRESS OF NOMINEE _____

SUBJECT(S) TAUGHT _____

GRADES TAUGHT _____

SCHOOL _____

SCHOOL DIVISION _____

JOSEPH S. RUMBAUGH HISTORICAL ORATION CONTEST:

Background: In 1945, SAR member Douglas G. High, strongly motivated by the pervasive patriotism generated in this nation during World War II, began an annual oration contest in a Cincinnati, Ohio, high school. The Ohio Society, SAR, expanded its sponsorship state wide, and shortly thereafter the NSSAR expanded its scope nationwide, naming it the Historical Oration Contest and appointing Douglas G. High the first national chairman. In 1953 the contest was named in his honor. In October 1992, the Executive Committee and Board of Trustees, NSSAR, approved a change in the name of the contest to Joseph S. Rumbaugh Historical Patriotic Oration Contest in recognition of a long history of youth activity support by Compatriot Rumbaugh and a most generous contribution of \$100,000 to the NSSAR Oration Contest endowment fund.

Objective: The primary purpose of the Joseph S. Rumbaugh Historical Patriotic Oration Contest Committee is to hold a contest in which a high school student is selected to receive a cash prize and the right to represent Virginia at a similar contest held annually at the National Congress. Rules are established by the National Committee and promulgated by the National Committee Chairman. The National Committee Chairman also forwards letters of inquiry from students throughout the state who have responded to contest information that has been provided through high school guidance counselors. These inquiries are answered and forwarded to chapters on the hope that these students will participate in chapter contests held to select representatives for the state contest. Additional contestants for chapter contests are gained through chapter interaction with teachers, debating coaches, and other influential mentors at local high schools. Tasks required to achieve the committee objective are briefly described in the following paragraphs.

1. Kickoff Letter: Sometime in August a letter should be sent to all chapter presidents encouraging them to include an oration contest in their annual program and requesting that they provide the state committee chairman with the name of their chapter committee chairman. The latest version of the small contest brochure (provided by the national committee chairman) should be included with each letter.
2. Report for Semi-Annual Meeting: In response to the call, a report should be prepared for the semi-annual meeting in which the result of the previous year's contest and the results at the National Congress are described.
3. Detailed Contest Brochure: At the semi-annual meeting or immediately after, the committee chairman should send the latest version of the contest rules (provided by the national committee chairman) to those chapters that indicated that they would hold contests and all other chapters that provided contest entries the previous year.
4. Letters of Inquiry Forwarded by National: As the state chairman receives them, he should respond to each letter of inquiry forwarded by the national chairman with a letter to the student referring him/her to the closest chapter expected to hold a contest. He should send another letter to the chapter president/chapter committee chairman encouraging him to contact the student for possible entry in the chapter contest.
5. Budget: At the call (probably in December) the state chairman should prepare a budget of expected expenses for the following year. Expenses will include letter preparation, postage, prize money for the state contest, and expense money to send the winner of the state contest and a chaperone to the National Congress in June.
6. Contest Preparation: In the weeks prior to the annual meeting, the chairman should collect contest entry paperwork from chapter chairmen. He should recruit assistants to conduct the contest: three judges and a timekeeper. He should serve as Master of ceremonies for the contest.
7. Conduct the Contest: Acting as Master of Ceremonies, the chairman conducts the annual state contest in accordance with the rules promulgated by the National Committee. Prizes are awarded to winners on the spot as approved in the annual budget. The chairman should determine that the winning orator is able to attend and compete at the National Congress. The second place winner should be informed that he/she will represent the state if the winning orator is unable to attend.

8. Prepare for the National Contest: The chairman obtains from the state's orator the name of his/her chaperone. Hotel reservations are then made and airline tickets are purchased and sent to the orator. The orator and chaperone should be told that in addition to the hotel and travel ticket costs, the VASSAR will reimburse them for transportation to and from the airport and meals while in the contest city. Receipts will be required for reimbursement. It will be necessary to reserve and pay in advance for the orator and chaperone to attend the orientation breakfast on the day of the contest. Detailed information will be provided by the National Committee Chairman. It will be necessary to obtain a check from the State Treasurer for this expense or pay it out of pocket and request reimbursement later.
9. Reimbursement Expenses: After the national contest the state chairman obtains an expense statement from the orator, combines it with any other unpaid expenses that have not previously been claimed and send them to the State Treasurer with instructions as to how much and to whom each check should be sent.
10. Turnover: The state chairman should turn over all records and any unfinished business to the relieving committee chairman at the conclusion of his tenure as committee chairman.

GEORGE S. AND STELLA M. KNIGHT ESSAY CONTEST:

The George S. and Stella M. Knight Essay Contest was completed for the first time by the Virginia Society in 1996-97.

It is important to contact high schools at the beginning of the academic year to assure that a teacher will take responsibility for the contest and assign the essays as a topic in his/her classes. It is helpful to talk to that teacher about the contest, give her/him a copy of the rules of the contest and provide an example of a winning essay in the previous year. It is also helpful at this time to issue a press release about the contest to the local media. The National Society provides a draft press release which can be easily adapted to local needs. A deadline should then be established with the teacher that is reasonable to her/him and fair to those students competing. If the teacher is contacted in late September, then mid-November is a reasonable time for completing the essays and turning them over to the local chapter's board of judges. The selection of the winners at the chapter level can be made by mid-December. Announcement of the local winners, stories about the contest (and the SAR) and pictures in the local press can appear in early January. Newspaper editors seem to welcome new, local stories at that time.

Winners at the Chapter level should be sent to the State Knight Essay Contest Chairman in early January. He will have these essays judged by an independent group. The top three winners are announced at the annual VASSAR meeting in February. The schedule outline presented here works and is acceptable to the schools and students involved. A principal problem for this program is the delineation of each chapter's area of responsibility, i.e. which schools the chapter will support. That has to be decided before September each year.

The Knight Essay Contest is a great program, initiated by and named for two of the Virginia Society's greatest supporters. It is hoped more chapters will participate in the future. This requires urging by the sub-committee chairman during the summer before the contest. It offers the chance for junior and senior high school students to work on a project of interest, involves them in SAR activities, and provides the winners with some extra funds for college.

ROTC AND JROTC COMMITTEE

The ROTC and JROTC Committee is responsible for distributing information concerning the NSSAR ROTC and JROTC programs to chapter presidents, school authorities and commanding officers of ROTC and JROTC units in Virginia colleges and high schools. Chapter committees will receive nominations from the commanding officer of each participating ROTC and JROTC unit. The NSSAR ROTC and JROTC Committee has established selection criteria for the award of the SAR ROTC and JROTC medals. For the JROTC medal, it will be presented to the outstanding cadet (second year cadet in a two year program or a third year cadet in a four year program). The winner from each school will be submitted for consideration as the VASSAR outstanding JROTC Cadet. The VASSAR winner will be nominated for the NSSAR Outstanding JROTC Cadet.

EAGLE SCOUT COMMITTEE:

The Eagle Scout Committee is responsible for promoting participation in the Eagle Scout Recognition and Scholarship Program. All chapters in VASSAR are encouraged to participate by appointing a Chapter Eagle Scout Chairman who will implement the chapter's program in conformity with the NSSAR Administrative Guide-Eagle Scout Recognition and Scholarship Program (copies of which will be provided each chapter).

Eligible Eagle Scouts will be made aware of the Scholarship program and invited to participate through (1) the VASSAR web site that includes a page dedicated to the Eagle Scout Program and provides instructions to the scout on how to participate; and (2) direct mailings to the scout with information about the scholarship program and instructions on how to participate.

The Chairman and Committee members will assist the chapters in implementing their respective programs, including the supply of necessary material – application forms, ancestor charts, essay topic suggestions and instructions, NSSAR promotional brochure and certificates of recognition. The required application forms, ancestor chart and instructions and suggested topics for the essay can be downloaded from either the VASSAR or NASSAR web sites. Chapters may elect to award their winning entrant the Bronze Good Citizenship Medal in which case the chapter is responsible for procuring the medal.

All applicants are required to be sponsored by a chapter. Each chapter will select its winning application and forward a copy to the VASSAR Chairman for entry into the State or VASSAR level of competition which will be judged by the members of the VASSAR Eagle Scout Committee. The application of the winning entrant will be forwarded to the NASSAR Eagle Scout Committee for its scholarship selection

AMERICAN HERITAGE COMMITTEE:

This committee is responsible for a broad spectrum of vital SAR activities that have become continuing areas of emphasis in our national and state patriotic programs. It is chaired by the State 2nd Vice-President. Individual sub-committee chairmen comprise its membership. They are responsible for selecting and organizing their respective sub-committees.

NATIONAL OBSERVANCES AND COMMEMORATIONS COMMITTEE

The 2nd Vice President appoints a liaison officer to coordinate with the presidents of the chapters that are designated to organize VASSAR participation in the commemorations described in the paragraphs below.

YORKTOWN DAY OBSERVANCE:

The President appoints a VASSAR Representative who becomes the liaison between the VASSAR and the Yorktown Day Association by reason of his appointment.

The VASSAR Representative is responsible for arrangements for the wreath laying ceremony at Governor Nelson's grave on Yorktown Day, October 19. This includes securing a descendant (usually Tom Nelson) to present the wreath; arranging for the C.A.R. Color Guard participation; procuring the wreath; and arranging the speaker's podium and PA equipment.

The VASSAR Representative is obligated to attend the Board Meetings of the Yorktown Day Association.

The responsibility for the annual Yorktown Day program is rotated among the twelve members of the Yorktown Day Association. VASSAR is next scheduled for this responsibility in October 2014.

BATTLE OF POINT PLEASANT OBSERVANCE:

The SAR Memorial Ceremony of the Battle of Point Pleasant is held annually in the Tu-Ende-Wei State Park, Point Pleasant, WV. It is the final event on the Sunday afternoon of a 3-day commemorative program known as "Battle Days", sponsored by the local community on the first weekend in October. The anniversary date of the 1774 battle is October 10.

VASSAR chapters designated for organizing the VASSAR participation in the SAR Memorial Society are, on a rotating basis beginning in 2001, Culpeper Minute Men, New River Valley, General William Campbell, Fincastle Resolutions, Rockbridge Volunteers, and Fort Harrison.

VALLEY FORGE OBSERVANCE:

Each year a special service of remembrance of soldiers and officers who served during the Revolutionary War from Virginia is observed at Washington Memorial Chapel, Valley Forge. Called "Virginia Day" at the Chapel, it is sponsored by all Virginians, but especially for members of the patriotic, genealogical societies. The VASSAR has taken the lead on promoting this observance.

The Historic Observances Chairman will appoint a Compatriot to coordinate with the rector of Washington Memorial Chapel to set a Sunday for the observance. Together the Compatriot and the rector will select and invite an appropriate speaker for the observance.

The Compatriot will notify the other societies (SR, DAR, C.A.R.) of the observance with enough time (at least six months) for them to publicize the event to their local chapters or societies. If there is enough interest generated from any particular geographic area of the commonwealth, a bus may be chartered to take Virginians and their guests to Valley Forge.

The service at Washington Memorial Chapel normally starts at 2:30 p.m., followed by a reception in the Chapel's parish hall catered by the chapel staff. The National Park staff is also willing to conduct a special program at the National Park headquarters for Virginians before the service. The headquarters is about one-half mile from the chapel. Coordination with the National Park is necessary to conduct this special program, and the recommended starting time is 1:00 p.m.

WILDERNESS ROAD/MARTIN'S STATION OBSERVANCE:

The SAR ceremony at Wilderness Road State Park and Martin Station Fort is new to the National Historical List for 2005 and these guidelines will be updated as we work the program. The 2nd weekend of May will be considered Wilderness Road weekend with wreath laying and commemorative communications scheduled for Saturday afternoon at 2 p.m. for SAR, SR, DAR, and C.A.R. observances. The people we are honoring here are the pioneers and those who were stationed at Martin's Station who supported the pioneers as they traversed the Wilderness Road.

KINGS MOUNTAIN, COWPENS, GUILFORD COURTHOUSE, RAMSOUR'S MILL, SARATOGA, AND FORT LAURENS COMMEMORATIONS:

SAR memorial ceremonies are held annually at the following National Parks or battle sites locations.

At Kings Mountain, NC, the Overmountain Victory Trail Association is a co-sponsor of the celebration held on October 7, the anniversary of the 1780 battle. The SAR ceremony is coordinated by the Marquis de Lafayette Chapter, NCSSAR. VASSAR participants honor the Overmountain Men from Southwest Virginia. The VASSAR delegation is organized by the Lt. David Cox Chapter.

The celebration at Cowpens National Battlefield, SC, is held in January on the weekend nearest January 17, the anniversary of the 1781 battle. The SAR ceremony is coordinated by the Daniel Morgan Chapter, SCSAR. VASSAR participants honor Virginia's Daniel Morgan and the Virginia Militia. The VASSAR delegation is organized by the Lt David Cox Chapter.

The ceremony at Guilford Courthouse National Battlefield, NC, is held on the weekend nearest to March 15, the anniversary of the 1781 battle. The Nathaniel Greene Chapter, NCSSAR, coordinates the SAR ceremony. The Virginia delegation is organized by the Dan River Chapter. VASSAR participants honor Virginia's Huger's Continentals and the Virginia Militia.

The SAR ceremony at Ramsour's Mill in Lincolnton, NC, is sponsored by the North Carolina Society, SAR. It is held on the second Saturday in June each year. It commemorates a battle between Patriots and Tories in which brother fought against brother on June 20, 1781.

The SAR ceremony at the Saratoga National Historical Park is sponsored by the Saratoga Battle Chapter, ESSAR (NY) on a weekend nearest to the anniversary dates of the Battles of Saratoga, September 19 and October 7, 1777. VASSAR participants honor Daniel Morgan's Virginia riflemen.

The SAR ceremony at Ft Laurens (OH) Memorial is held on the weekend nearest to July 15, the period the fort was under siege in 1779 by British and Indian forces. The Western Reserve Society, OHSSAR, sponsors the SAR ceremony. The VASSAR delegation is organized by the New River Valley Chapter. VASSAR participants honor the 13th (later renamed the 9th) Virginia Regiment.

REVOLUTIONARY WAR GRAVES COMMITTEE:

This committee implements the Revolutionary War Graves Program as prescribed by the NSSAR. The VASSAR Revolutionary War Graves Program consists of four activities:

1. The completion of and placing in the National Register at the NSSAR Headquarters in Louisville of the Grave Registry Form for each Patriot. A minimum objective for each chapter should be the registration of the gravesites of the Patriot ancestors of all members of the chapter. This effort need not be limited to those gravesites in Virginia. It should include those ancestor gravesites located elsewhere. The information required on this form relative to the Patriot was given to each Compatriot on his SAR application although more details on the location in a graveyard may be given. This makes it easy to get the Patriot registered. The chapter chairman should have the form. All new members receive the form in the envelope with the membership certificate. The completed forms are mailed to the State Chairman for recording and forwarding to Louisville.
2. A broader program a chapter can undertake is the registration of the gravesite of any Revolutionary Patriot in the chapter's town or nearby cemeteries. This part of the project will require some cemetery searching and/or some research in the local library or historical society. This is an appropriate job for the chapter historian or other history buff.
3. The third part of the program is to place on the gravesites of these Patriots the SAR Patriot Bronze marker, wherever the site may be located. Obviously, it is more convenient to do this for member's Patriot ancestors buried nearby; but individuals, families, and even chapters have traveled to other states for this purpose. The Patriot markers are available from the National Society in either stake or lug form. VASSAR has a small fund for reimbursing chapters for the cost of a limited number of markers each year. Allocation of money from this fund is made by the state chairman on request from the chapter before the marker is ordered. It should be the objective of each chapter to make one dedication each year.
4. Every chapter is encouraged to find and record the burial location of all the revolutionary War veterans and patriots in the area they serve. Armed with this information, a chapter plan to register and mark these graves is encouraged. Each chapter is encouraged also, to submit their list of recorded burials to the VASSAR Graves Committee. In turn, the VASSAR Graves Committee, as time permits and as a long term continuing project, will develop and maintain a statewide listing on a computerized spreadsheet. This spreadsheet of burials and veteran information will be updated as new material is received and periodically disseminated to the Chapter Grave's Chairmen. The VASSAR committee will also update and add additional burials from data resulting from its own committee research, from the file of submitted graves registrations and from other sources such as The NSSAR Graves Registry and the JLARC Special Report: Preservation of Revolutionary War Veteran Gravesites.

The committee encourages each chapter in the VASSAR to implement a Revolutionary War Graves program within the chapter.

Every SAR member is encouraged to participate in the Revolutionary War Graves Program.

This committee is also responsible for encouraging the marking of graves of deceased SAR compatriots by chapters and descendants. An appropriate marker is available from National Headquarters.

VASSAR chapter presidents are responsible for appointing a Chapter Revolutionary War Graves Committee to implement a chapter program and support the State program.

COLOR GUARD COMMITTEE

The Color Guard Committee is responsible for organizing a VASSAR Color Guard, encouraging the creation of chapter color guards, scheduling the VASSAR color guard and chapter color guards for appearance and/or participation in ceremonies at the VASSAR annual and semi-annual meetings and at historical or special commemorative events.

The VASSAR Color Guard has been formed as a service to the State Society and to the Chapters of VASSAR. All color guardsmen in Virginia SAR are considered to be members of the VASSAR Color Guard and may serve at Chapter, State, District and National events.

Color Guard Committee Policies:

1. The Color Guard is organized into three regions; Northern Virginia, Tidewater Virginia and Western Virginia. Our goal is to develop each regional unit with 12-15 members to provide services to Chapters in its respective area.
2. Each VASSAR Chapter is encouraged to form its own Color Guard to serve the needs of the Chapter and also participate at Special, State, district or National events. The committee will provide guidance and assistance.
3. The VASSAR Color Guard usually will not participate in the same event with a unit of the U.S. Armed Services. This conserves the resources of the VASSAR Color Guard to serve more Chapters and prevents comparison between full-time soldiers and Color Guardsmen.
4. VASSAR Color Guardsmen may wear the NSSAR member badge and any other earned Color Guard badge on the left chest while participating in events within Virginia. At events outside Virginia, National Color Guard rules apply and all badges should be removed.
5. The VASSAR Color Guard accepts duty performed in other State society Color Guards as creditable toward award of the bronze and silver Color Guard medals. Qualifications for these badges is found at the national website:
 - a. Bronze: Uniformed participation in 50+% of scheduled Chapter and State activities over a three-year period and recommendation by the Color Guard Committee.
 - b. Silver: Uniformed participation in 50+% of scheduled District and National events over a three-year period and recommendation by the Color Guard Committee. The time periods may overlap.
6. The VASSAR Color Guard Committee actively encourages all members of the VASSAR Color Guard to develop their skills to plan and lead color guard ceremonies. We have no "Color Guard Commander" as a fixed position.
7. As a general rule, Color Guardsmen who have Chapter, State or National roles to perform during an event or ceremony will not march as part of the Color Guard. There will always be exceptions to this rule. Guardsmen who are performing Chapter, State, district or National duties at an event will be credited with equivalent duty for Color Guard medal credit.
8. VASSAR Color Guard will form and maintain a flintlock firing salute party of not less than three (3) guardsmen in 2005.
9. The Virginia Continental Uniform (blue coat with red facings) is the preferred standard to promote uniformity. However the militia hunting shirt style uniform is totally acceptable.
10. The Color Guard does not solicit donations for service but does accept donations and forwards them for deposit with VASSAR Headquarters for the future purchase of Color Guard goods and services.
11. One or more drummers are to be recruited in each of the three regions.
12. Bayonets will be fixed out of doors but will not be fixed when indoors.
13. American Revolution symbols of rank generally will not be worn at events. The acting Color Guard Commander at any event may wear marking appropriate to that of a Color Ensign of that period and may carry a period style sword.

14. Chapters are encouraged to include in reports and press releases mention of “The Virginia Society SAR Color Guard”. That term is preferred to VASSAR to prevent public misunderstanding.
15. The Chairman of the VASSAR Color Guard Committee will prepare a semi-annual and an annual report of activities for submission to meetings of the VASSAR. Chapter Color Guards and individuals performing ceremonial duty in period uniform are requested frequently to report their activities for inclusion in these committee reports. Please send to amjohnson@juno.com or to A.M. Johnson, 1200 South Monroe Street, Arlington, Virginia 22204.

COMMUNITY AFFAIRS COMMITTEE:

This committee, under the chairmanship of the Third Vice President, is responsible for the various programs that support good citizenship throughout the community. These include recognition of those who provide for the public safety, heroism, and veterans affairs.

LAW ENFORCEMENT AND FIRE SAFETY COMMENDATION COMMITTEE

The chairman of the Law Enforcement and Fire Safety Commendation Committee is responsible for organizing and conducting the VASSAR's law enforcement and fire safety commendation programs.

Each chapter is encouraged to present law enforcement and fire safety commendation awards in the time frame that best suits its yearly chapter meeting schedule. The time frame for each year's program is January through December. It is helpful to the chapters if the chairman sends out letters describing the year's program in the spring with a reminder in the fall.

To qualify for reimbursement, each participating chapter must send the chairman copies of the information used in selecting their award recipient along with copies of any media coverage of the presentation. This information is used to judge the State's Law Enforcement and Fire Safety Commendation Award Honor Chapters. The chairman then requests the VASSAR Treasurer to send a check to reimburse the chapter for the cost of the award medal and certificate. The Treasurer must verify that the chapter has not yet obtained its two medal award per year quota before cutting the check.

In January, the chairman submits all chapter presentations to his committee for review. The committee chooses the chapter or chapter's presentation that best exemplifies a meaningful commitment to the Society through law enforcement and fire safety commendation for the year. The Chapter chosen by the committee as having the best law enforcement program will be presented with the VASSAR Law Enforcement Award Plaque during the annual state society meeting in February. The chapter having the best fire safety commendation program will be presented with the VASSAR Fire Safety Commendation Award Plaque during the state society annual meeting in February.

The primary function of this committee is to assist and encourage the individual chapters in establishing and maintaining an active Law Enforcement and Fire Safety Commendation Award programs in their communities.

VETERANS' AFFAIRS:

The Veterans' Affairs Committee is to foster, coordinate and support Veterans' Affairs programs for the Virginia Society. It shall perform the following functions:

1. Encourage chapters to conduct a Veterans' Affairs program that shall include participating in volunteer programs at local nursing homes, health-care facilities, and retirement centers. If a VA Hospital is located near a chapter, participation in the VA Hospital programs is encouraged.
2. Promulgate an outline of the point system which the National Veterans Affairs Committee uses for the USS Stark Memorial Award and encourage chapters to participate and submit reports.

3. Make an annual report of the Veterans' Affairs activities of each chapter at the annual Board of Managers meeting. At this meeting the Committee will publish the points of each chapter for the USS Stark Memorial Award.
4. Make a report at the semi-annual meeting of the USS Stark Memorial Award standing of each chapter ranked nationally for the previous year.

AWARDS COMMITTEE:

The Awards Committee has several distinct duties under the VASSAR By-laws: (1) reviewing all proposals for VASSAR to bestow medals, judging appropriate contests that the Virginia Society may sponsor for its chapters, and advising and recommending to the membership nominations for the Minuteman Award at its semi-annual meeting. The Committee is the logical place to organize the awards presentations for the Annual and Semiannual Meetings.

The Committee is responsible for the review and approval of all proposals for the Virginia Society to bestow medals. There are a very limited number of programs where a medal awarded by VASSAR is determined by an Officer or another VASSAR Committee by virtue of National Society or VASSAR policy. For such medals, the review and approval extends only to ensuring that the criteria and process used in the selection of those being honored conform to National and/or Virginia Society policy and regulations. It does not extend to a review of the particular candidates that may be selected from year to year. The Awards Committee will not review the particular candidates for the Distinguished Service Award (reserved to the President by the National Society), the Bronze Color Guard Medal (reserved by the National Society to the chapter and state color guard commanders), the SAR-C.A.R. Medal of Appreciation (vested in the C.A.R. Liaison Committee where meaningful assessments of candidates can be made), and the State Orations Medal (vested in the Joseph S. Rumbaugh Orations Committee). Where there is no specific mandate by the National Society or VASSAR for a specific officer or committee of VASSAR to be responsible for awarding a medal, the determination is the responsibility of the Awards Committee, which is bound by the rules of the National and Virginia Society, and understanding of past practices, and principles of fairness. The award of certificates or cash prizes does not require Awards Committee approval. However, the Committee may award certificates where it deems them appropriate.

The Committee judges appropriate contests and chapter awards programs of the Virginia Society, including the Best Chapter Contests, and determines the chapters to be recognized in the Chapter Excellence program.

The Committee assesses potential nominees for the National Society's Minuteman Award, paying heed to National Society criteria and precedents for this award. The Committee recommends to the VASSAR membership candidates for nomination at the Semiannual Meeting. The Committee may assist candidates in preparing their credentials for submission to the National Society, which makes the final determination for this award.

The Committee coordinates the presentation of awards at the Semi-annual and Annual meetings of the Society. Chairmen of the various contest committees should report the names of their contest winners to the Chairman of the Awards Committee as soon as the contests have been judged. The chapters holding the various award plaques should turn these in to the Chairman at the beginning of the Annual Meeting. The Chairman is responsible for getting the plaques to the awards ceremony.

Any other award recommendations for the Annual or Semi-annual Meetings should be sent to the Chairman as early as possible so that the awards may be reviewed and ordered from the National Society in time to be presented at the appropriate meeting. Normally the State President recommends a number of awards to be presented at the Annual Meeting. Other members of the State Society may also recommend awards for presentation by the State Society.

The Chairman shall normally be assisted by a Vice Chairman. The Vice Chairman should be experienced in the VASSAR awards process and familiar with past interpretations of VASSAR awards guidelines. The Vice Chairman advise the Chairman and the Committee how guidelines and precedents apply to particular Awards proposals and the judging of contests that fall within the jurisdiction of the Awards Committee. In short, the Vice Chairman shall provide institutional knowledge to the Chairman and the Committee.

At each meeting of the Society where awards are to be presented, the Chairman prepares a list of the awards and gives it to the State President to be used at the time of presentation. After the awards presentation, the Chairman sends the list of awards to the Editor for publication in The Virginia Bulletin.

2. The National Society criteria distinguish for awarding good citizenship medals to members versus non-members. The Virginia Society understands the additional criteria for awards to members must be met if either (1) eligibility for the award requires SAR membership, (2) consideration for the medal came about because of SAR membership, or (3) membership in the SAR was a factor in the selection of the person as a winner. For example, if the Virginia Society were to award a Good Citizenship Medal each year to the VASSAR member who devoted the most hours of volunteer work in Veterans Administration Hospitals in the state, that person would have to meet the additional National Society criteria to receive the award. Similarly, if the Virginia Society were to reflect on the virtues of one of its own members and decide to recognize him, the additional criteria would have to be met because the consideration or eligibility for the award came about because the person was a member. On the other hand, if the Society were to award a good citizenship medal to the person who devoted the most hours to volunteer work in Veterans Administration Hospitals in the state, the Society would not inquire further about SAR membership to determine whether the nominal winner had to face further hurdles that would not need to be met by members. Even if it were known the person was a member, the membership would have no bearing on earning the award and would not be relevant.

GOOD CITIZEN OF THE YEAR

Guidelines for VASSAR Chapters

Every chapter should recognize a citizen of the year who has distinguished him/herself by demonstrated outstanding service to the community, present or past. The criteria and selection process schedule for judging the outstanding citizen are to be determined by the chapter. However, VASSAR recommends that emphasis be placed on outstanding volunteer service to the community which is generally considered to be citizenship in action.

The chapter should plan a form of recognition for the local SAR Good Citizen of the Year Award, and VASSAR recommends the presentation of the Bronze Good Citizenship Medal and Certificate. Arrangements for local publicity should be made. Chapters should submit the qualifications of their Good Citizen for judging at the state level by December 31st of each year.

VASSAR CITIZEN OF THE YEAR GUIDELINES

VASSAR Citizen of the Year Data and Criteria

The nomination shall contain a narrative statement on how the nominee has demonstrated outstanding citizenship and met the criteria established by the chapter. The nomination will also include biographical information with the nominee's home address, telephone number, email address and fax number if available.

VASSAR will present at the annual awards ceremony to the winner selected as the VASSAR Good Citizen of the Year, a VASSAR Good Citizen Plaque and a monetary award.

Selection criteria at the VASSAR level for judging the Citizen of the Year:

Outstanding service in human services, arts and humanities, etc.; Impact on the organization or program for which the service was given; Benefits to the program's clients or recipients of the service; Creativity and enthusiasm; Initiative and leadership; Responsibility and dependability; Scope of activities; Personal or organizational obstacles met or overcome; Overall contribution to the community-at large.

Service in the education area is recognized in the VASSAR Teacher of the Year award.

FLAG COMMITTEE

This committee is responsible for promoting proper flag etiquette, sponsoring Flag Day programs, and chapter participation in the NSSAR Admiral William R. Furlong Award program by recognizing citizens and organizations that fly the U.S. Flag regularly and properly.

CHAPTER AWARDS

The Chapter Annual Report Form was introduced in 1993. The form queries a chapter about its participation in the permanent programs of the Society described elsewhere in this handbook, special initiatives of the Virginia Society President for the year, and special initiatives undertaken by a chapter which the Virginia Society should acknowledge and recognize. It serves as a means for the state officers and chairmen to establish direction for chapters to plan their activities for the year, a vehicle for the chapters to communicate their activities to the State Society, and a basis for the state to recognize chapters that do an outstanding job. The form covers roughly 10 to 15 numbered items. Each numbered item represents a program area, combining related program activities for purposes of program planning and state recognition of chapters. For example, it is natural to combine Revolutionary Grave Registration with Revolutionary Grave Marking. For a year in which there was a special initiative related to Revolutionary graves, such as registering graves of eligible delegates to the Virginia Convention to ratify the Constitution, an additional query could be added within the numbered item about the Revolutionary grave program area.

The 3rd Vice President should review the form, updated it as needed, and distribute the current year's form to the chapters as soon as possible after the Annual Meeting to assist the chapters in planning their activities. Any changes made in the permanent programs of the Virginia Society should be indicated, questions regarding special initiatives promoted for the previous year deleted, and questions about special initiatives of the current year added.

The Chapter Report Form was designed to correct problems with "free form narrative" that was used in previous reports:

- * It draws attention to the Virginia Society programs and minimizes the opportunity for oversights both when a chapter is planning its activities for the year and when a chapter prepares the report.
- * It facilitates the judging of chapters for annual awards. It is relatively easy to compare the accomplishments of chapters for the "Best Chapter" contests and it is very easy to ascertain the number of program areas covered by a chapter for the "Chapter Excellence" Awards.
- * It reduces questions that arise after judging chapters for annual awards, which were quite frequent prior to the introduction of the form.

The **Chapter Excellence Award** recognizes chapters that, in a year, do a good job on a wide range of programs. The annual chapter report form groups activities into program areas corresponding to the numbered items. Any chapter which was active in most of program areas is recognized with the award. The number of program areas will vary from year to year, so a fixed number of program areas cannot be given as a hard and fast rule. As an example, for a year in which there were 10 areas, meaningful participation in about 7 or 8 would be sufficient to earn the award. No program area is given weight over others for this award.

The **Best Chapter Award** recognizes the best chapters in the Virginia Society for three different size categories: 49 or fewer members (Small Chapter); 50-100 members (Mid-sized Chapter); and 101 or more members (Large Chapter). The size of a chapter is determined by its membership on Dec. 31 of the year being judged. No program area is given weight over the others in this award. Although it is intended that the Best Chapters cover a wide range of programs, it is not intended that the award be given to a chapter that stretched itself so thin it shows a token effort in most areas over a chapter that may have missed an area or two but did an excellent job in numerous activities in which it participated. "Best" means best overall, not the broadest or best in this or that program.

Judging for the award is accomplished in the following manner. The judges examine the Chapter Activity Report; and, for a first cut, assign one of three ratings to each program area: no significant activity, participated, excelled. Two "short lists" are then created for each size category: the chapters with the fewest "No significant activity" ratings and the chapters with the most "Excelled." Typically the contest will usually come down to those chapters which, for a given size category, appear on both lists. In fact, at this point it is often obvious which chapter is the winner for a given size category because it is clearly first on both lists. For a close contest, which often

occurs, the judges will need to scrutinize the performance of the top contenders quite closely, ranking the contending chapters in each program area to determine the outcome. What the judges should avoid is assigning specific point totals to different program areas. The use of open-ended point totals would make it possible for a chapter to win the award by an extraordinary performance in a single activity that is by nature open-ended, such as registering 400 graves. Such a method diminishes the importance of activities that are not inherently open-ended, like sponsoring a contestant in the oration contest or essay contest, and encourages gaming.

Sustained Achievement Award recognizes chapters that do a sound job in carrying out a program year in and year out. In 1994, these awards were established as permanent awards for Revolutionary Grave Marking and participation in the Rumbaugh Oration Contest. They were first awarded at the Annual Meeting in 1995 for sustaining the oration contest back to 1990 and the grave-marking program retroactive to 1985. A chapter earns the award for carrying out the program for four consecutive years. Thus a chapter which marked a Revolutionary grave in 1991, 1992, 1993, and 1994 would earn a Sustained Achievement Award. If the chapter marked a grave in 1995, it would not earn another award, but rather would be credited with the first year of a possible series of 1995, 1996, 1997, and 1998. The first time a chapter wins a Sustained Achievement Award for a program, it is awarded a streamer for its flag as a tangible token of its accomplishment. For subsequent sustained achievement awards for the same program, a star is awarded that is affixed to the streamer. The criterion for sustaining the Rumbaugh Oration Contest is sponsoring an orator who delivers a speech at the Annual Meeting. The calendar year in which a chapter conducts its local contest is not relevant, and a chapter receives no credit for this award if its orator does not participate in the state contest.

Outstanding Accomplishment Award is useful where consecutive years of participation are not an appropriate measure, but some other measure is. The only area where the Virginia Society has established this award is for Revolutionary Graves Registration. The objective is to get graves registered and get them registered quickly. We do not want to give chapters incentive to hold registrations so they can be assured of having a grave to register the next year. A chapter earns the award for every 10 graves it registers without respect to time limits. If a chapter registered a grave in 1995 and then registers nine more in 1999, it earns the award. If it registers 35 graves in 1995 (assuming no carryover from previous years), it earns three awards and has five registrations to carry towards the next award. The award was established at the Semiannual Meeting in 1994 and first given at the Annual Meeting in 1995. A flag streamer is awarded the first time a chapter earns the award, and a star is affixed to the streamer on subsequent occasions when the chapter earns the award. To receive credit for graves registered, a chapter must submit registrations through the state program chairman or must provide copies to the program chairman.

Special Chapter Award is used to recognize outstanding performance in a program activity, either permanent or special, for a particular year. Because they are not permanent awards, they do not require approval of the Virginia Society.

NOTE: IF A CHAPTER WINS THE SAME AWARD CONSECUTIVELY FOR A THREE YEAR PERIOD, THE CHAPTER WILL, FOR A ONE YEAR PERIOD, NOT BE ELIGIBLE FOR CONSIDERATION FOR THAT AWARD.

MEDALS AND AWARDS

Medals and awards are given by the State Society and Local Chapters in accordance with National guidelines. The State Society will reimburse Chapters in the State for the cost of up to two medals per year for any award given to a non-member of the SAR in any of the State Society's programs (Law Enforcement, Fire Safety, Patriotic Education, etc.). The following are criteria generally followed:

MEDALS AND AWARDS GUIDANCE

Awards to Members for Contributions to the SAR

1. The Virginia Society will recognize contributions to the Virginia Society and not to a member's own chapter, other state societies of which he may be a member, or National Society. The Virginia Society may recognize contributions made by its members to other states and/or to chapters other than his own. For example, a Virginia Society member who was instrumental in establishing a new chapter other than his own or an active speaker at the meetings of many different S.A.R. chapters could receive consideration for an award from the Virginia Society. The Virginia Society may also recognize contributions made by its members when the Virginia Society is the host for a National Congress or a Regional Meeting.

2. The Society will use The Patriot Medal, the Meritorious Service Medal, and the Virginia Society Medal to recognize service to the SAR. Only the Virginia Society may present the Patriot Medal and the Virginia Society Medal. The Meritorious Service Medal may be presented at the National, State or Chapter level. The Society and its chapters will not use Good Citizenship Medals to recognize service to the SAR. This shall not be construed to prevent chapters from recognizing services by its members to the community, state, or nation that are in accord with SAR programs. For example, contributions to the Boy Scouts, C.A.R., historic preservation, or veteran's hospitals could all be considered for a Good Citizenship Medal.

3. To earn a medal for service to the Virginia Society, a member must perform some significant new service that has not previously been recognized by a medal.

4. The normal progression of award beginning with the earliest is: Virginia Society Medal; Meritorious Service Medal; Patriot Medal, but no medal is a prerequisite for any other medal. The Oak Leaf Cluster to the Virginia Society Medal may be awarded at any point after the Virginia Society first awards the medal (provided no other medal is awarded for the same service). The Awards Committee shall take into account the quality and impact, the level and duration of effort, and the ingenuity and diplomacy used. Medals are not awarded merely for having had a position or title. Note: National rules limit a state to awarding the Patriot Medal and the Meritorious Service Medal to an individual but a single time. We cannot award a Meritorious Service Medal (or a Patriot Medal) and then award an oak leaf cluster to it some years later.

5. The Virginia Society President, by virtue of being in an excellent position to see the contributions of the various state officers and committee chairmen, is the primary source of recommendations for Virginia Society awards. Any member of the Virginia Society, including members of the Awards Committee, may make a recommendation to the Awards Committee.

Virginia Society Medal/Oak Leaf Cluster: This is earned for a substantial contribution in a single year or a solid, competent contribution over several years. A successful program revitalization within a single year or keeping a successful program going for several years would merit the medal. Good performance in an office that was preceded by good, unrecognized committee work would also merit the medal.

Meritorious Service Medal: This is earned for substantial contributions to the Virginia Society over an extended period of time, normally a three to five year period. The Awards Committee shall view favorably the diversity of contributions, including successful progression through offices.

Patriot Medal: This is earned for the highest contributions to the Virginia Society over an extended period of time, usually more than five years. The contributions of a successful Virginia Society President and the normal contributions that precede election to that office set the standard for earning this medal. This medal is rarely earned without attaining the presidency, and in one instance was not awarded to a person who completed the presidency. The Patriot Medal is intended for the highest contributions to the Virginia Society S.A.R. and is not in lieu of an oak leaf cluster to another medal. Note: We have had several instances when, due to vacancies, a person was jump started on the ladder as First Vice President. In these situations, the person may well earn the Patriot Medal without having previously earned the Virginia Society Medal and/or the Meritorious Service Medal from the State, or may even earn a Meritorious Service Medal but not the Patriot Medal. It would be a mistake to try to compress the normal sequence of awards into a couple of years.

Other Medals

1. Good Citizenship, War Service, the Heroism Medal, the ROTC Medal, Law Enforcement Medal, Fire Safety Medal, and Eagle Scout Medal are all medals awarded for service the community, in the broadest sense of the term and will be used by the Virginia Society and its chapters for that purpose. In particular, the Good Citizenship Medals will NOT be used by the Virginia Society or its chapters to recognize service to the SAR by SAR members. VASSAR will generally leave the award of such medals to its chapters with some limited exceptions. In cases where a contribution is of state or national prominence and not merely scope, VASSAR may award such a medal. On occasion, VASSAR may recognize Virginians for contributions that are state-wide or nation-wide not just for impact, but also prominence. VASSAR may also recognize citizens who contribute to a project that is a focal point of VASSAR energy and attention. In the past, such exceptional awards have included a long-serving U.S. Senator, a state education official responsible for learning standards when they were an issue of VASSAR focus, and park staff who aided in a VASSAR-sponsored project on park grounds.

2. The National Society criteria distinguish for awarding good citizenship medals to members versus non-members. The Virginia Society understands the additional criteria for awards to members must be met if either (1) eligibility for the award requires SAR membership, (2) consideration for the medal came about because of SAR membership, or (3) membership in the SAR was a factor in the selection of the person as a winner. For example, if the Virginia Society were to award a Good Citizenship Medal each year to the VASSAR member who devoted the most hours of volunteer work in Veterans Administration Hospitals in the state, that person would have to meet the additional National Society criteria to receive the award. Similarly, if the Virginia Society were to reflect on the virtues of one of its own members and decide to recognize him, the additional criteria would have to be met because the consideration or eligibility for the award came about because the person was a member. On the other hand, if the Society were to award a good citizenship medal to the person who devoted the most hours to volunteer work in Veterans Administration Hospitals in the state, the Society would not inquire further about SAR membership to determine whether the nominal winner had to face further hurdles that would not need to be met by members. Even if it were known the person was a member, the membership would have no bearing on earning the award and would not be relevant.

3. Eligibility for Good Citizenship Medals

a. **Gold Good Citizenship Medal.** The Virginia Society will award the Gold Good Citizenship Medal only to persons who have made contributions of substantial national importance and with proper National Society approval. No chapter will award the Gold Good Citizenship Medal.

b. **Silver Good Citizenship Medal.** The Virginia Society will award the Silver Good Citizenship Medal only to persons who have made contributions of significant national importance that may not rise to the standard required for the Gold Good Citizenship Medal and to persons who have made contributions of substantial importance to the state or a region within the state. Chapters will award the Silver Good Citizenship Medal only to people meeting these same criteria and with the approval of the Virginia Society Awards Committee.

c. **Bronze Good Citizenship Medal.** The Virginia Society and its chapters will award the Bronze Good Citizenship Medal only to persons who have made noteworthy contributions within their local area (including

neighborhood or school). Noteworthy contributions to the region, state, or nation which may not rise to the standard of a Gold or Silver Good Citizenship Medal may also be recognized by the Bronze Good Citizenship Medal. Chapters do not need Virginia Society approval to award the Bronze Good Citizenship Medal.

4. A number of state programs recognize the outstanding person in a particular area or field.

a. Where a specialty medal (e.g., a Law Enforcement Medal) is appropriate, that medal must be used rather than a Good Citizenship Medal. The Good Citizenship Medal will not be used as a way to circumvent any prohibitions by the National Society on oak leaf clusters for specialty medals.

b. If chapters are encouraged to award a good citizenship medal, the Virginia Society will not award a second medal or oak leaf cluster for the same service. Instead the Virginia Society will issue a certificate recognizing the Outstanding Service in the State of Virginia for the Year 20xx.

c. If the Virginia Society or one of its chapters is using a Good Citizenship Medal to recognize contributions to the community, state, or nation in a particular field, the minimum criteria for qualifying for the award will be to determine whether a Bronze, a Silver, or a Gold Good Citizenship medal should be awarded. For example, if an outstanding teacher in American history is being recognized as part of an annual Education program, a Bronze Good Citizenship medal would be the appropriate medal because a teacher could qualify with only local contributions. If the teacher being recognized had made a significant contribution which had statewide or national impact, e.g., written an influential textbook, a Silver Good Citizenship Medal would be appropriate

5. C.A.R. Recognition Service

a. The Bronze C.A.R.-SAR Medal of Appreciation is reserved by the National Society to a member of C.A.R. for award by either National or a State Society for outstanding service to the SAR. Assistance in promoting C.A.R. members who qualify to join the SAR is one example of qualifying service. Because Chapters cannot award the medal, VASSAR will recognize both service to VASSAR and service to VASSAR Chapters. The SAR-C.A.R. Liaison Committee is responsible for approving this award. Any VASSAR member is free to bring a deserving candidate to the attention of the SAR-C.A.R. Liaison Committee.

b. The Society will consider the Virginia Society President of the C.A.R. for a good citizenship medal each year, normally to be awarded at the C.A.R. State Banquet where he or she leaves office. This medal shall be a silver medal if the President is 18 or over at the time of the banquet, and shall be bronze if the President is under 18. If the National Society C.A.R. President is a Virginian, the Society shall consider the award of a good citizenship medal (or oak leaf cluster) for that service, with the same rule for whether the medal is bronze or silver. It should be noted that this medal is for service to the community, rather than service to the SAR (for which the C.A.R. Medal of Appreciation is appropriate).

c. The Silver C.A.R.-SAR Medal of Appreciation is reserved by the National Society to a member of C.A.R. for award by either the National or a state society to a member of SAR who renders outstanding services to the C.A.R. The Society may award the Silver SAR-C.A.R. Medal of Appreciation to a member of VASSAR upon the recommendation of the Virginia Society C.A.R. leadership for services rendered to the C.A.R. A letter of recommendation outlining the accomplishments of the nominee must accompany any request for this award. Approval of the award is the responsibility of the SAR-C.A.R. Liaison Committee. The award should be made for service to a particular level of C.A.R., chapter, state, or national. The National Society permits the use of an oak leaf cluster to recognize service at a level of C.A.R. not previously recognized. A member can therefore earn a Silver Medal of Appreciation and two oak leaf clusters if he makes significant contributions at the local, state, and National level of C.A.R. If a letter of recommendation cites services rendered at more than one level, the individual can be considered for the Silver medal and one or two oak leaf clusters simultaneously. The SAR-C.A.R. Liaison Committee will be tasked with soliciting letters of recommendation from the various levels of C.A.R. If the chairman of the SAR-C.A.R. Liaison Committee is a C.A.R. leader, he may write letters of recommendation himself. The award is to go to people who provide service to C.A.R., rather than merely hold a position.

d. The Society generally will not recognize senior C.A.R. leadership by people who are not members of the Virginia Society SAR.

Other Awards

VASSAR Presidential Award

The President may present to those persons who have assisted him during his term with the VASSAR Presidential Award. This award is a certificate recognizing services rendered to the President and in turn to VASSAR. A maximum of five awards per term may be made by the President without any approval. Any awards over this number must be approved by the VASSAR awards committee based upon written justification.

AWARDS BY CHAPTERS:

A. To Members:

1. Meritorious Service Medal for long, faithful, meritorious service to a chapter. (May be awarded only once by awarding level – chapter, state, district, or NSSAR.)
2. Bronze Good Citizenship Medal for noteworthy leadership in school, community, or state activities. (May be presented more than once.) (The Gold and Silver Good Citizenship Medals may be given only with the written approval of the President General for the gold and the State Society President for the silver.
3. War Service Medal to members now serving or who have served in the Armed Forces of the United States during a war, emergency, or action recognized by his branch of service.
4. Certificate of Appreciation for outstanding, faithful, and long service to the SAR.

B. To Non-Members:

1. SAR Medal of Appreciation to a DAR in recognition of and appreciation for outstanding service to the SAR.
2. Martha Washington Medal to a woman in recognition of outstanding service to the SAR. (A DAR may receive both medals for separate reasons.)
3. Certificate of Appreciation in recognition of outstanding support to the SAR.
4. Bronze Good Citizenship Medal recognizes persons whose achievements are noteworthy in school, community, and state activities. (See A.2. above)
5. Outstanding Citizenship Award Lapel Pin recognizes deserving students for high ideals of character and citizenship.
6. Medal for Heroism for acts of bravery and self-sacrifice in the face of imminent danger. (Does not exclude police, firemen or SARs.)
7. Law Enforcement Medal may be given to those who have served with distinction and devotion in the field of law enforcement and public safety. (Does not exclude SARs.)
8. Fire Safety Commendation Medal is given to those who have served with distinction in the field of fire safety for the public. (Does not exclude SARs.)
9. R.O.T.C. Medal to students enrolled in an R.O.T.C. college or university program for a high degree of merit with respect to leadership qualities, military bearing and general excellence.
10. JROTC Medals to students enrolled in a JROTC program at a local school or academy .
11. Flag Certificate presented to individual, company, or government agency that flies the American Flag for patriotic purposes only.
12. Silver and Gold Good Citizenship Medals. (See A.2. above.)

AWARDS BY THE STATE SOCIETY:

C. To Members:

1. One State Medal of Distinguished Service may be awarded by the VASSAR President to that VASSAR compatriot who has been of the greatest assist to him during his term of office. No approval by any other authority or committee is required. A compatriot may receive this award only once and dual society members are not eligible. Requires a special form.
2. Patriotic Medal for long, faithful, and outstanding service to the State Society or to a chapter. (One medal per year per 500 members. Requires a special form and review by the National Society.)
3. Meritorious Service Medal for long, faithful, and meritorious service to the State Society. (For lesser service than the Patriotic Medal.) It may be awarded only once at each awarding level – chapter, state, NSSAR
4. Virginia Society Medal for outstanding service to the State Society within one year.
5. Certificate of Appreciation in recognition of service and support to the SAR.
6. Silver Good Citizenship Medal for noteworthy leadership in six or more capacities at community, state, or national level. (See National Handbook for more detailed description.)
7. Bronze Good Citizenship Medal for noteworthy leadership in four or more capacities at community, state, or national level. (NOTE: Service to the State Society cannot be recognized by any Good Citizenship Medal.)
8. War Service Medal (See A.4. above.)
9. SAR Color Guard Medal for fulfilling the requirements as stated in the NSSAR Handbook. The VASSAR Color Guard Commander is the approving authority.
10. SAR-C.A.R. Medal of Appreciation. Award criteria is in the NSSAR Handbook and in the Awards Committee discussion above.

D. To Non-Members:

1. SAR Medal of Appreciation (See B.1. above.)
2. Martha Washington Medal (See B.2. above.)
3. Certificate of Appreciation (See B.3. above.)
4. Bronze Good Citizenship Medal (See B.4. above.)
5. Outstanding Citizenship Lapel Pin (See B.5 above.)
6. Silver Good Citizenship Medal recognizes outstanding service to a community.
(It may be presented by a chapter with the approval of the State Society.)
7. Gold Good Citizenship Medal is presented for outstanding and unusual patriotic achievement and service of national importance.
(It may be presented by the State Society with the approval of the President General.)
8. Medal for Heroism (See B.6. above.)
9. R.O.T.C. Medal (See B.9. above.)
10. JROTC Medal (See B.10 above)
11. Law Enforcement Commendation Medal (See B.7. above.)
12. Fire Safety Commendation Medal (See B.8. above.)
13. Eagle Scout Medal to the winner of the State Society contest.
14. Flag Certificate (See B.11. above.)

NOTE: The State Society normally awards the Bronze Good Citizenship Medal to the State President, Children of the American Revolution. If a Virginian is National President, Children of the American Revolution, and eighteen years of age or older, the State Society normally awards him or her the Silver Good Citizenship Medal.

AWARDS BY THE NATIONAL SOCIETY:

E. To Members:

1. Minuteman Award for distinguished service to SAR on a national level. (Nominations made by a state society or National Executive Committee. Requires special form. Only awarded once.)
2. National Society Medal of Distinguished Service. The award decision is made by the NSSAR PG.

3. Meritorious Service Medal (See C.3. above.)
4. Liberty Medal for recruiting 10 new members in a single five-year period.
5. Gold Good Citizenship Medal (See D.7. above; includes SARs.)
6. Silver Good Citizenship Medal (See C.6. above.)
7. Bronze Good Citizenship Medal (See C.4. above.)
8. Medal for Heroism (See B.6. above.)
9. The Florence Kendall Award to the member who during the year was the first line sponsor for the largest number of new members.
10. Distinguished Service Citation by the President General to compatriots who have rendered conspicuous service to the National Society during his tenure.
11. Former Presidents General Certificate and Former State Society Presidents Certificate presented by the incoming President General.
12. Certificate of Appreciation (See A.3. above.)
13. SAR Color Guard medal. Award criteria is in the NSSAR Handbook.

F. To Non-Members:

1. SAR Medal of Appreciation (See B.1. above.)
2. Martha Washington Medal (See B.2. above.)
3. Certificate of Appreciation (See B.3. above.)
4. Medal for Heroism (See B.6. above.)
5. Law Enforcement Commendation Medal (See B.7. above.)
6. R.O.T.C. Medal (See B.9. above.)
7. JROTC Medal (See B.10 above.)
8. Fire Safety Commendation Medal (See B.8. above.)
9. Eagle Scout Medal to the winner of the Eagle Scout Contest.
10. NSSAR Medal of Distinguished Patriot Award presented to one American citizen by each President General for outstanding patriotism to his country.
11. Flag Certificate (See B.11. above.)

NOTES:

Medals that can be received only once: National Society Medal of Distinguished Service, State Medal of Distinguished Service, Patriotic, Meritorious Service (once by each presenting authority), SAR Medal of Appreciation; Martha Washington; Gold and Silver Good Citizenship; Law Enforcement and Fire Safety Commendation

Oak Leaf Clusters: Awarded for additional, separate, and distinct acts of service: bronze for up to 5, silver for up to 2 in lieu of more than five bronze, and gold in lieu of 2 silvers.

Liberty Medal: Bronze oak leaf cluster given for each additional 10 new members recruited in a five-year period; silver oak leaf cluster is given in lieu of 10 bronzes; a gold oak leaf cluster is given in lieu of 10 silvers.

Non-Member Awards: No SAR medals other than the Medal for Heroism and the Bronze Good Citizenship Medal may be awarded more than once to a non-member.

Other Special Awards given by the National Society. One should consult the Medals and awards Section of the NSSAR Handbook for a list of these medals.

The Official Handbook of the National Society should be consulted for details and examples of qualifying activities.

NOMINATING COMMITTEE:

The Nominating Committee is charged with proposing a slate of candidates for office in the Virginia Society who meet the requirements set forth in the By-Laws of the organization. The Committee candidates should meet the standard of being interested in the organization, willing to serve, and able to carry out the duties of the office for which they are nominated. The Committee should be guided by common sense in identifying and recruiting men who meet these standards and conduct themselves with the grace and dignity expected of a society of gentlemen.

The interest of men in the organization can be determined from their participation in the organization at the chapter, state, and national levels. It is expected that all candidates have been and will continue to be active at the chapter level, the level at which SAR has a meaningful impact on the community. While past participation at the state and national level is a good indication of interest in the organization, the absence of such participation does not demonstrate an absence of interest. Many men are not active at the state level until they rise to the presidency of a chapter, and are not active at the national level until they rise to the presidency of a state and/or retire from the labor force. Furthermore, there are significant financial and time barriers at the national level that constrain or preclude participation by dedicated members who are able to serve Virginia well. For example, a single National Congress can exceed the other out-of-pocket expenditures for a Virginia Society President for his entire term. The Nominating Committee cannot take a lack of past participation in VASSAR and National SAR events as a firm indication that a man is not suited to VASSAR office.

The ability of men can be judged by their past record in SAR. For men with years of service at the state level, this is relatively easy. The Committee should confer with the State President and President-Elect about the current performance of men serving at the state level. For new officers, performance at the Semi-Annual Meeting should be assessed. For others, the chapter record is critical. Much more information can be obtained at the chapter level about such characteristics as follow-through and diplomacy than will often be revealed in limited appearances at state meetings. The Chairman of the Nominating Committee, as immediate past president, has visited chapters throughout the state and has current information about the effectiveness of many men at the chapter level, and the Committee itself has the experience and contacts to check up on details of performance at the chapter level.

It is very important to determine willingness to serve. In fact, men are not beating down the door to serve in state office. In the best tradition of Cincinnatus, many must be persuaded to come forward to serve. Usually this is best done by collegial conversations, either in person or by telephone, between prospective candidates and one or two members of the Committee. Members of the Committee should use good judgment in deciding how persistent to be. Some able men are sincere in declining because of other commitments. It is essential for the Committee to hear from every man on the slate that he is willing to serve in the office to which he is being nominated.

Because there is not a great surplus of candidates, those who want to serve will generally have the opportunity. Election campaigns that are typical at the National level are not the practice of the Virginia Society. Although the Nominating Committee welcomes input from individual members about potential candidates and special requirements of a particular office in the coming year, formal endorsements like those at the national society level—endorsements designed to convey political weight—are regarded by many members of the Virginia Society as inappropriate and may be counterproductive. Although election campaigns and nominations from the floor are not prohibited, opposition to the proposed slate should be taken very, very, cautiously, as the Nominating Committee has deliberated long and honestly and has taken many factors into its decision. Indeed, many able candidates in the Virginia Society are not interested in running election campaigns and moving to such a practice result in many able men declining to be considered for office.

Through long-standing tradition, the Nominating Committee has created special "assistant" positions not mentioned in the Constitution or By-laws to ensure that key administrative tasks are performed. The location where certain tasks need to be performed is a key consideration in creating assistant positions, but volume and timeliness of the work are also important. In the past the Virginia Society has had an Assistant Secretary, Assistant Treasurer, Assistant Secretary/Treasurer to deal with tasks that need to be performed quickly, such as signing checks. The Society will have an Assistant Registrar position to provide help and back up to ensure the timely review of membership and supplemental applications.

The Nominating Committee should plan beyond the current slate and develop candidates for future years by proposing men for progressively higher offices. A president should have served in more than one vice presidential position, and it is good for vice presidents to have experience in lower offices. This does not imply, however, that accepting office commits a man to planning to serve in higher offices, with the exception of the First Vice President/President Elect. In reality, some men plan to serve in higher office, some are merely considering it, and some do not want to progress. Men in each category have changed their minds in the past and will do so in the future. The Nominating Committee should none-the-less be aware of the plans of men when putting the slate together. If nobody wishes to rise to higher office, future presidents will not receive the preparation they need through service in lower offices. If a slate is over-loaded with men willing to serve only one year, the Society is not developing future officers and the next Nominating Committee will face too heavy a recruiting burden. In the extremely unlikely event that everyone wishes to rise to the presidency, the ladder would be too long for some very able men to reach the top, starting from the lowest offices.

Normally, the Nominating Committee will propose a slate that promotes each vice president able and willing to serve to the next available higher office. Service on the Executive Committee prior to becoming a Vice President is useful, but not essential. The Secretary has often been nominated to become Third Vice President, but nominees have come from other offices and even a committee chairmanship in the past.

The Nominating Committee should also recognize that continuity is very important in certain offices. This is most obvious in the case of the Registrar and the "assistant" offices, which are often held for more than one term and may even approach being quasi-permanent positions. Although all of these positions are important, they are not necessarily stepping stones to higher office. In the past, the Treasurer has also been in this category. With new bookkeeping and financial reporting, continuity in this office is less important than in the past, but in some years continuity in the position of Treasurer still is important. Continuity may be important in the position of Chancellor if a matter requiring legal expertise spans a term in office. If the Historian is working on a multi-year project, it may be important to preserve continuity by nominating the incumbent for another term. Although the Nominating Committee is not bound by decisions of previous Nominating Committees, it must be sensitive to that fact that there are good and even compelling reasons to nominate the incumbent of a particular office for another term. Discussions with the President, the incumbent officers, and members of previous Nominating Committees are all useful in determining when continuity in an office is important. When continuity is no longer important, the Nominating Committee should take special care in giving credit to an officer who has seen a multi-year project through for more than one term when considering candidates for higher vacancies. An officer who has seen an important, multi-year project through to completion may well merit promotion to a higher level vacancy over an officer who nominally outranks him.

The Virginia Society needs to be strong in all parts of the state and among all age groups of men. Broad-based participation in state activities is critical for achieving and maintaining this strength. The Nominating Committee should strive to achieve a mix of men from different parts of the state and from different age groups.

Putting the slate together falls into several phases. The more senior positions and the "quasi-permanent" positions are filled first. The obvious candidates for those positions already have a long record of service at the state level, and their current performance can be readily assessed by a check with the President and President-Elect. This can occur before the Semi-Annual Meeting. If any of these positions are unfilled, they should be identified before well-qualified men are asked to fill lower positions. In the second phase, the performance of relatively new officers and committee chairmen at the Semi-Annual Meeting is assessed and candidates are recruited for the next tier of open positions. Finally, the remaining positions are filled. At this point, the Committee may go beyond the list of men with experience at the state level. Although the three phases are not perfectly exclusive and to some extent will overlap in practice, they represent a good way for a Nominating Committee to proceed in developing a slate.

Many Past Presidents of the Virginia Society wish to continue service to the Society. In general, this should be done through service as committee members. The offices and generally the committee chairmanships are best used for developing future leaders of the Society. In the case of offices where special credentials are strongly preferred if not required, the Nominating Committee may need to consider a Past President. Relatively few clergymen are members of the Virginia Society, for example.

Although the slate is presented at the Annual Meeting, it should for the most part be set about two and a half months before this meeting. This gives the Nominating Committee time to discover any special problems it has in filling particular positions. It also enables the President-Elect to recruit committee chairmen without the Nominating Committee coming along behind and recruiting the same people.

ENDOWMENT COMMITTEES

Guidelines for Trustees:

The duties and responsibilities of Trustees under declaration for the benefit of the Virginia Society, Sons of the American Revolution, are stated as guidelines rather than detailed instructions.

The Virginia Society presently provides for Trustees for the GEORGE KNIGHT/ KENNETH C. PATTY MEMORIAL TRUST FUND, the HOWARD L. HAMILTON FUND, and the FLATHERS/MAY VIRGINIA SOCIETY BULLETIN ENDOWMENT FUND.

While the specific duties and responsibilities of the Trustees under each trust declaration differ, these guidelines are intended to make the Trustees more fully aware of their role and responsibilities.

Each Trustee will be presented with a copy of the Declaration of Trust for which he is a Trustee, a copy of the most recent accounting, inventory and statement of the Trust, and a copy of the guidelines upon his installation or appointment as a Trustee.

Under the terms of the Trust Declaration, the Trustees are:

KNIGHT/PATTY FUND:

Three (3) Trustees

The Treasurer of the Society,
Two persons nominated by the President and elected by the Board of Managers (One nominee shall be designated Chairman);

HOWARD L. HAMILTON FUND:

Five (5) Trustees:

The President Elect, and 2nd and 3rd Vice Presidents of the Society (President Elect, chairman);
The Secretary of the Society; and The Treasurer of the Society

FLATHERS/MAY FUND

Three(3) Trustees:

Chairman, appointed by the President of the Society
Editor, THE VIIRGINIA BULLETIN, and
The Treasurer of the Society

- (1) **BONDING:** Under the terms of each Trust Declaration, the Trustees are to be bonded for their faithful performance. The costs of bonding are charged to the trust income of each Trust, respectively.
- (2) **MEETINGS:** The Trustees may meet as necessary, usually upon the call of the Chairman. Meetings may be held in person, by simultaneous telephone conference, or by unanimous written consent of action. Except for unanimous written consent via circulated resolution among the Trustees, the Declarations provide for rule by vote: for the Knight/Patty Memorial Trust, "at least two of the three Trustees"; for the Howard L. Hamilton Fund, "by vote of a majority of said Trustees"; and for the Flathers/May Fund, "action taken by a majority of the Trustees".
- (3) **RECORD KEEPING:** The Trustees should keep a record of their actions and submit a permanent copy thereof to the Secretary of the Society for safekeeping and a permanent file.

(4) INVESTMENT DIRECTIVES: Each of the Trust Declarations contains its own investment directives. The Trustees are the administrators of their Trust, including investment of funds under their control. The Trustees may seek advice of the Finance Committee for investment recommendations. All investments should be made with the purposes and objectives of the Trust or Fund in mind, with regard to income production, safety of investment, creation of gain, and requirements of the Declaration.

(5) LEGAL RESTRICTIONS TO INVESTMENT:

(a) THE KNIGHT/PATTY FUND:

To acquire, retain, and hold any sums of money, securities, and other property, real, personal, or mixed, which may at any time be given, transferred, or conveyed to the Trust or Trustees;

To invest and reinvest such property or proceeds including any income or capital gains accumulated thereon, as they may deem wise, without being limited to such classes of investments as may be fixed by the statutes of the Commonwealth of Virginia for fiduciaries.

(b) HOWARD L. HAMILTON FUND:

INVESTMENT RESTRICTIONS: It is intended that the principal of this Trust shall remain intact and as a source of income there from to the Virginia Society, Sons of the American Revolution. Accordingly, investment of the principal of the Trust shall be limited to those investments provided for under Code of Virginia Section 26-40, as the same may from time-to-time be enacted.

Trustees are required to follow the restrictions of investment under their respective Declaration of Trust. In the foregoing paragraphs the limitations are distinctly different and reflect different purposes and objectives under the Declarations. The Knight/Patty investments are broad and limited only to reasonable investment. The Howard L. Hamilton investments are intended to (1) keep the principal intact, and (2) generate income; and are, therefore, limited to investments for fiduciaries under the statutes of the Commonwealth of Virginia. These statutes are quite conservatively drafted and place a premium on security of the fund principal.

(6) DISBURSEMENT OF FUNDS: Each Trust Declaration provides guidance and restriction about spending money.

(a) KNIGHT/PATTY TRUST FUND:

This fund, since it authorizes a wide range of investments ("...any sums of money, securities, and other property, real, personal, or mixed...") permits payment of administrative expenses, including payment to "...agents, attorneys, auditors, depositories, and proxies..." as well as out-of-pocket expenses of the Trustees for "...any normal and necessary prepaid expenses incurred..." The expenditures authorized are stated in the Declaration of Trust at Paragraph (2), "PURPOSES:". In reading these, note that six purposes are stated, delineated by semicolons (;). Expenditures are to be made by the Knight/Patty Trustees directly, and without intervention of the Board of Managers of the Virginia Society. A form, available from the Trustees, is to be used for requesting a disbursement from the Knight/Patty Fund. The request must be submitted through a chapter.

(b) HOWARD L. HAMILTON FUND:

This fund serves as a permanent trust or endowment of the Virginia Society. Accordingly, it has safety of investment and income generation as its goals. Disbursement is made directly to the Virginia Society. The Board of Managers of the Virginia Society determines how the income disbursed to the Society from the Trustees shall be spent, under and within the terms of the Trust for "...any purposes that the Virginia Society, Sons of the American Revolution, sees fit for its

general good, its objectives, and all of its compatriots." Disbursement is automatically made by transfer "...at least annually... [to be] added to the General Funds of the Virginia Society, Sons of the American Revolution..."

(c) FLATHERS/MAY FUND:

This fund is used to provide financial support for the maintenance, enhancement, and publication of the Virginia Society's BULLETIN. One-half of the annual income from the investments will be added to the Trust principal, and the remaining one-half may be used toward the costs of maintaining and publishing the BULLETIN. Additional contributions to the Fund are to be encouraged; and when the Fund produces income sufficient to pay all costs of publishing the BULLETIN, all of the annual income may be used for that purpose.

(7) RELATIONSHIP OF TRUSTEES TO BOARD OF MANAGERS AND COMMITTEES OF THE BOARD:

The Trustees manage, operate, and run their respective Trusts, as provided for under the Declaration of Trust for their respective Trust.

The Trustees may seek and consult with the Board of Managers, and/or the Audit Committee, and others, but the Trustees have the duty to administer their trust independently.

The Board of Managers receives, as part of its general income, the income from the Howard L. Hamilton Fund. The Board of Managers expends this income in its annual budget.

The Knight/Patty Trust Fund monies are expended by the Trustees of the Trust. The Board of Managers may, from time-to-time, make recommendations to the Trustees of the Knight/Patty Trust Fund for expenditures by them. The Flathers/May Trust Fund monies are expended by the Trustees of the Trust. Similarly, the Audit Committee of the Board of Managers may make recommendations to the Trustees of the Trusts, for investment of the Trust funds. No such recommendations are binding on the Trustees.

- (8) SPENDTHRIFT PROVISIONS OF TRUSTS: The Knight/Patty, Howard L Hamilton, and Flathers/May Trusts contain so-called spendthrift provisions. These restrict anyone from using the funds or their income as collateral for loans or other obligations and also keep the funds free of claims of the Virginia Society's creditors.
- (9) THE TRUST DOCUMENT: The Declaration of Trust is a legal instrument creating a trust. A trust is different from most matters, because it separates and divides legal ownership (in the trustees) from equitable ownership (in the beneficiaries). Trustees are the legal owners of the trust, limited in how they may act by all the terms of the Trust Declaration. The beneficial owner, the Virginia Society, can modify the Trust Declaration, but cannot act as a legal owner of the Trust Funds.

**KNIGHT-PATTY MEMORIAL TRUST FUND
VIRGINIA SOCIETY, SONS OF THE AMERICAN REVOLUTION
15762 EDGEWOOD DRIVE, MONTCLAIR, VA 222026-1728**

REQUEST FOR A GRANT OF FUNDS

DATE: _____

SPONSORING VASSAR CHAPTER _____

RECOMMENDATION OF SPONSORING CHAPTER _____

CHAPTER OFFICER AND SIGNATURE _____ DATE _____

REQUESTING ORGANIZATION OFFICIAL: _____

AMOUNT OF GRANT REQUESTED:\$ _____

DATE FUNDS ARE REQUIRED: _____

CHECK PAYEE(include position): _____

PURPOSE OF THE REQUESTING ORGANIZATION: _____

DESCRIPTION OF USE OF GRANT: _____

(If needed, please attach additional supporting data)

FOR USE OF THE TRUSTEES ONLY: RECCOMENDATIONS OR SUGGESTIONS _____

TRUSTEE'S SIGNATURES AND DATE

NOTE: All requests must be submitted via a VASSAR Chapter. Funds may be allocated only for the purposes described in the Knight-Patty Memorial Trust Agreement. See the reverse side of this form.

Knight-Patty Memorial Trust Purposes and objectives are declared to be patriotic, historical, educational and charitable and shall include those intended or designed to perpetuate the memory of the men who achieved the independence of the United States of America, especially during the period of the years 1775-1783; to inspire their descendants and the community at large with a more profound reverence for the principles of the government founded by our forefathers; to encourage historical research relative to the American revolution; to acquire and preserve the records of the individual services of the patriots of that war, as well as the documents, relics and landmarks; to mark the scenes of the American Revolution by appropriate memorials; and such other purposes and objects that are in keeping with the preservation of Americanism as truly contained in the Constitution of the United States of America and as espoused by the Virginia Society, Sons of the American revolution.

This trust fund shall conduct or carry out only those classes of activities which may be properly classified as tax exempt, donations to which are deductible from taxable income of the donors to the extent allowed by the provisions of the U.S. Internal Revenue Code and the Code of Virginia.

SPECIAL COMMITTEES SERVING UNDER EXECUTIVE COMMITTEE

HEADQUARTERS COMMITTEE:

This committee is responsible for the day-to-day operation of the VASSAR office; for adjusting the operation to improve its efficiency; and for reviewing employee performance. It reports its findings and recommendations in writing to the Executive Committee.

SAR/DAR LIAISON COMMITTEE:

This committee is responsible for establishing contact with the DAR Virginia State Regent; supporting DAR activities as appropriate; for assuring that the appropriate DAR representative(s) is/are invited to attend the VASSAR Annual and Semi-Annual Meetings and other observances; and for recommending NSSAR/VASSAR awards, as appropriate.

SAR/C.A.R. LIAISON COMMITTEE:

This committee is responsible for establishing contact with the appropriate senior C.A.R. officers; for encouraging VASSAR chapter support of C.A.R. societies; for encouraging VASSAR members to become involved in C.A.R. activities; for recruiting male C.A.R. members to become SAR members when they become 18 years of age; for recommending the award of the VASSAR Good Citizenship Medal to C.A.R. members, as appropriate; for assuring that the C.A.R. National President, Senior National President, and the Virginia State President and Senior President are invited to attend the VASSAR Annual and Semi-Annual Meetings and other observances, as appropriate. The SAR/C.A.R. Liaison Committee is responsible for reviewing and approving recommendations from the C.A.R. for the Award of the Silver C.A.R.-SAR Medal of Appreciation and the Bronze C.A.R.SAR Medals of Appreciation. The C.A.R. Liaison Committee shall also bring to the attention of appropriate C.A.R. leaders members of the Virginia Society SAR who are qualified for the Silver C.A.R.-SAR Medal of Appreciation. Such action shall be understood to be pre-approval should the C.A.R. subsequently recommend that SAR member for a Silver Medal of Appreciation for that service.

RESOLUTIONS COMMITTEE:

This committee is responsible for originating, receiving, reviewing, and presenting VASSAR resolutions to the membership for vote at Annual and Semi-annual meetings. Resolutions, other than courtesy resolutions, not considered by the Committee will be held over until the next committee meeting. The Chancellor chairs this committee.

OFFICIAL PHOTOGRAPHER:

The Official Photographer attends all membership and Board of Managers meetings and takes pictures, as necessary, to provide visual record of the proceedings. He turns prints over to the Editor for publication in The Virginia Bulletin. At the Editor's request, and as the Official Photographer's personal schedule permits, he may photograph other events important to the Virginia Society for possible future publication.

AD HOC COMMITTEES REPORTING TO THE VASSAR PRESIDENT OR VICE PRESIDENT

VASSAR HANDBOOK COMMITTEE:

The Handbook Committee is chaired by the President-Elect of the Virginia Society. Changes to the Handbook should be submitted to the President-Elect by the various officers, the committee chairmen and VASSAR compatriots. Changes may be submitted at any time, but normally they should be submitted not later than July 1st of

each year. The President-Elect will review all proposed changes and submit them to the Handbook Editor not later than August 1st. for preparation of a proposed change. If the changes concern revision to the Constitution, written notice under U. S. Postal Service postmark must be furnished to the Chapters no less than 60 days prior to any meeting of the Society considering the [proposed change. If changes concern revision of the By-Laws, written notice with U. S. Postal Service postmark must be furnished to the Chapters no less than 10 days prior to any meeting of the Society considering the proposed change. The Handbook Editor will by September 1st submit the proposed revision to the Secretary for reproduction and availability for meeting attendees. Request by a compatriot for a copy of the Handbook will be submitted to the Administrative Office, and if stock is available will be sent to the requesting compatriot. The Handbook is available on the VASSAR website.

SPECIAL COMMITTEES:

Periodically, the executive committee will have the need to have a particular program or plan which does not fall under one of the standing VASSAR committees supervised by VASSAR compatriots. Normally a special committee receives its direction from the executive committee and reports its activities to the executive committee.

COUNCIL OF VASSAR PAST PRESIDENTS:

The Council of Past State Presidents is an advisory body to the President of the Virginia Society of the Sons of the American Revolution. The President may refer to the Council any matter he may consider appropriate. Also, from time-to-time the Council may advise the President on such matters as the Council may consider requires his attention.

MEMBERSHIP: All past VASSAR presidents shall be members of the Council. Each member shall be entitled to one vote on all matters dealt with by the Council. Matters requiring a vote by the Council will be voted on at a Council's regular or special meeting. Only members attending a meeting may vote - no proxy votes will be permitted.

ORGANIZATION: A Council Action Committee, consisting of the Immediate Past President, and all past presidents in attendance at the VASSAR Annual Meeting shall be the Council's action body for one year. All matters requiring the attention of the Council shall be referred to the Action Committee. The Immediate Past President (the VASSAR President leaving office at the time of the VASSAR Annual Meeting) shall be the Action Committee Chairman and serve until the end of the next VASSAR Annual Meeting.

MEETINGS: The Council shall hold its regular meetings during the VASSAR Annual and Semiannual Meetings. The Council shall also meet at the call of the VASSAR President or at the call of the Chairman of the Action Committee.

REPORTS: Reports by the Council shall be rendered by the Action Committee Chairman. The Committee Report will be included with the packet of reports distributed to the VASSAR Board of Managers and the membership. Any special reports shall be rendered to the VASSAR President.

MINUTES: The Action Committee Chairman shall function as the Committee Secretary and be responsible for keeping the minutes of all meetings. Such minutes shall remain as historical records.

MIDDLE ATLANTIC CONFERENCE PLANNING COMMITTEE:

Every seven years, VASSAR hosts the Middle Atlantic Conference. This is a combined meeting of seven state societies (2 districts). The meeting is held on the last weekend in July, and it is especially important as candidates for national office attend for endorsements. The next time VASSAR will host this meeting is July 2004.

PROTOCOL OF THE VIRGINIA SOCIETY

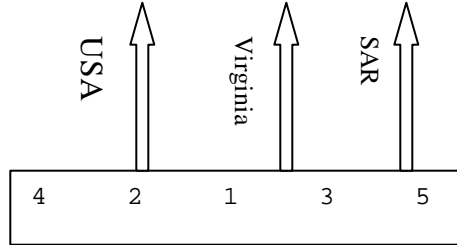
Protocol in the Virginia Society is governed by grace, dignity, courtesy, and common sense.

ORDER OF PRECEDENCE:

- a. The National Society SAR is first, the Virginia Society second, chapters third, and other patriotic and lineage organizations subsequent to chapters are ordered in precedence of their founding. Within the state of Virginia the State President outranks a National Society Vice President General. Order of Precedence within the SAR is as follows:
 1. President of the State Society
 2. President General, NSSAR
 3. Governor of Virginia or his Representative
 4. United States Senator
 5. United States Representative
 6. President General, NSDAR
 7. National Senior President, C.A.R.
 8. National President, C.A.R.
 9. State Senator
 10. State Representative
 11. Highest Ranking County Executive Officer
 12. Mayor of a City
 13. Former NSSAR Presidents General (by seniority)
 14. NSSAR Officers in order of precedence
 15. National Vice Presidents General
 16. Visiting SAR State President
 17. State Society Officers
 18. National Trustee
 19. Alternate National Trustee
 20. Former General Officers in order of seniority
 21. Former Vice Presidents General
 22. National presidents of other Hereditary Societies
 23. State Presidents of other Hereditary Societies”
 24. Chapter Presidents
 25. Committee Chairmen
- b. PRECEDENCE NOT WITHSTANDING, the presiding officer of the host society or chapter is the ranking officer at a function.
- c. The host may designate a guest of honor appropriate for a function without respect to precedence in the organization.

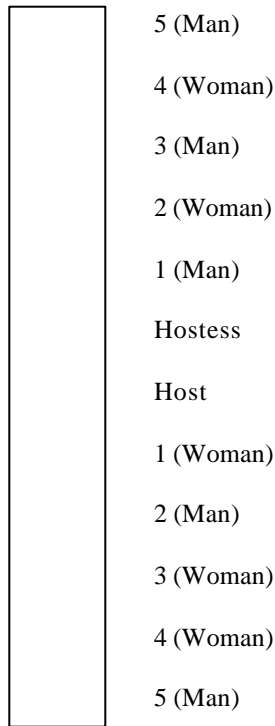
RECOGNITION, SEATING, AND GREETINGS:

- a) Persons are recognized and seated in order of precedence, with the presiding officer at the center place. The guest of honor, if any, is to the right of the presiding officer. After the guest of honor, guests will normally be seated in order of precedence:



Podium

At mixed head tables it is ordinary, as much as possible, to alternate sexes. The spouse of a person seated in order of precedence will normally be seated next to the next person in the order. It is customary not to seat a woman at the end of the table:



Seating arrangements will be adjusted in an appropriate fashion to accommodate any relevant handicaps of people being seated.

- b. Organizations bringing greetings will be called upon in order of precedence. When an officer of the Children of the American Revolution brings greetings, it is normally done by a member rather than a senior adult.

VISITS TO CHAPTERS BY THE VIRGINIA SOCIETY PRESIDENT:

- a. The Virginia Society President will normally attempt to visit each chapter of the Society during his term in office. Such visits are normally contingent upon invitation from the host chapter.
- b. Chapters of the Virginia Society will normally invite the Virginia Society President to attend a function during the year as the guest of honor. This invitation should be made as soon as practicable after the election of the Virginia Society President. The Virginia Society President will normally speak at such an event, and the invitation should specify the nature of the speech or remarks that the chapter would desire.
- c. When chapters invite the Virginia Society President to attend a function, whether as the guest of honor or not, the invitation should be in writing and should specify the nature of the function, place, time, dress, and the role expected of the Virginia Society President. The Virginia Society President has an obligation to accept or decline as early as practicable. (In the present electronic age, E-mail can be considered as a request in writing after a response to the requester has been received.)
- d. When the Virginia Society President is invited to a function at which there is a fee for admission, food, or similar charge, the host chapter is responsible for the costs of the Virginia Society President and his wife, if she accompanies him. Whether the cost of others accompanying the Virginia Society President shall be defrayed by the host chapter is at the discretion of the host chapter.
- e. If the Virginia Society President is to attend a function, normally the formal part of that function should not begin until he arrives.
- f. If a chapter invites the President General or Vice President General of the Mid-Atlantic District to a function, it should also invite the Virginia Society President.

FLAGS:

- 1. Flags on the podium, or elevated platform, will be displayed with the American Flag always to the speaker's right (audience left). Other flags will be displayed to the left of the American Flag (right of the American Flag as viewed by the audience) in the following order of precedence:
 - a) Foreign national flags
 - b) State flags (Virginia first, other states in order of entry into the Union)
 - c) Military organizational flags in order of precedence (Army, Marine Corps, Navy, Air Force, Coast Guard), and Cabinet departmental flags
 - d) SAR flag
 - e) Flags of other societies (i.e., DAR, C.A.R.)
 - f) Flags of historic significance (i.e., Bennington, Betsy Ross)
 - g) Personal flags (i.e., General/Flag Officer)
- 2. Flags displayed behind the head table will be considered to be on a platform.
- 3. If there is no elevated platform, flags in front of the head table, or speaker's podium, will be displayed with the American Flag on the audience right, with other flags to the left of the American Flag.
- 4. As with all protocol rules, discretion should always be used in displaying flags. Room shape, entrance door locations, and other physical factors may require a different arrangement of flags than noted here. There are numerous guides available concerning etiquette in displaying the American flag. These may be consulted in conjunction with the brief guidelines given here.

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(Grammar and misspelled words are as they appeared in the original documents)



Washington's Farewell Address to the Armies of the United States

Rock Hill, New Jersey - November 2, 1783

The United States in Congress assembled, after giving the most honorable testimony to the Merits of the Federal Armies, and presenting them with the thanks of their Country for their long, eminent and faithful Services, having thought proper, by their Proclamation bearing date the 18th day of October last, to discharge such part of the Troops as were engaged for the War, and to permit the Officers on Furlough to retire from Service from and after tomorrow, which Proclamation having been communicated in the public papers for the information and government of all concerned. It only remains for the Commander in Chief to address himself once more, and that for the last time, to the Armies of the United States (however widely dispersed the Individuals who composed them may be) and to bid them an affectionate--a long farewell.

But before the Commander in Chief takes his final leave of those he holds most dear, he wishes to indulge himself a few moments in calling to mind a slight review of the past. He will then take the liberty of exploring with his Military friends their future prospects, of advising the general line of conduct which in his opinion ought to be persued, and he will conclude the Address, by expressing the obligations he feels himself under for the spirited and able assistance he has experienced from them, in the performance of an arduous Office.

A contemplation of the compleat attainment (at a period earlier than could have been expected) of the object for which we contended, against so formidable a power, cannot but inspire us with astonishment and gratitude--The disadvantageous circumstances on our part, under which the War was undertaken, can never be forgotten--The singular interpositions of Providence in our feeble condition were such, as could scarcely escape the attention of the most unobserving--where the unparalleled perseverance of the Armies of the United States, through almost every possible suffering and discouragement, for the space of eight long years was little short of a standing Miracle.

It is not the meaning nor within the compass of this Address, to detail the hardships peculiarly incident to our Service, or to discribe the distresses which in several instances have resulted from the extremes of hunger and nakedness, combined with the rigors of an inclement season. Nor is it necessary to dwell on the dark side of our past affairs. Every American Officer and Soldier must now console himself for any unpleasant circumstances which may have occurred, by a recollection of the uncommon scenes in which he has been called to act, no inglorious part; and the astonishing Events of which he has been a witness--Events which have seldom, if ever before, taken place on the stage of human action, nor can they probably ever happen again. For who has before seen a disciplined Army formed at once from such raw Materials? Who that was not a witness could imagine, that the most violent local prejudices would cease so soon, and that Men who came from the different parts of the Continent, strongly disposed

by the habits of education, to dispise and quarrel with each other, would instantly become but one patriotic band of Brothers? Or who that was not on the spot can trace the steps by which such a wonderful Revolution has been effected, and such a glorious period put to all our Warlike toils?

It is universally acknowledged that the enlarged prospect of happiness, opened by the confirmation of our Independence and Sovereignty, almost exceeds the power of description. And shall not the brave Men who have contributed so essentially to these inestimable acquisitions, retiring victorious from the Field of War, to the Field of Agriculture, participate in all the blessings which have been obtained? In such a Republic, who will exclude them from the rights of Citizens and the fruits of their labours? In such a Country so happily circumstanced the pursuits of Commerce and the cultivation of the Soil, will unfold to industry the certain road to competence. To those hardy Soldiers, who are actuated by the spirit of adventure, the Fisheries will afford ample and profitable employment, and the extensive and fertile Regions of the West will yield a most happy Asylum to those, who, fond of domestic enjoyment are seeking for personal independence. Nor is it possible to conceive that any one of the United States will prefer a National Bankruptcy and a dissolution of the Union, to a compliance with the requisitions of Congress and the payment of its just debts--so that the Officers and Soldiers may expect considerable assistance in recommencing their civil occupations from the sums due to them from the Public, which must and will most inevitably be paid.

In order to effect this desirable purpose, and to remove the prejudices which may have taken possession of the Minds of any of the good People of the States, it is earnestly recommended to all the Troops that with strong attachments to the Union, they should carry with them into civil Society the most conciliating dispositions; and that they should prove themselves not less virtuous and usefull as Citizens, than they have been persevering and victorious as Soldiers. What tho' there should be some envious Individuals who are unwilling to pay the Debt the public has contracted, or to yield the tribute due to Merit, yet let such unworthy treatment produce no invective, or any instance of intemperate conduct, let it be remembered that the unbiased voice of the Free Citizens of the United States has promised the just reward, and given the merited applause, let it be known and remembered that the reputation of the Federal Armies is established beyond the reach of Malevolence, and let a conciousness of their achievements and fame, still incite the Men who composed them to honorable Actions; under the persuasion that the private virtues of economy, prudence and industry, will not be less amiable in civil life, than the more splendid qualities of valour, perseverance and enterprise, were in the Field: Every one may rest assured that much, very much of the future happiness of the Officers and Men, will depend upon the wise and manly conduct which shall be adopted by them, when they are mingled with the great body of the Community. And altho', the General has so frequently given it as his opinion in the most public and explicit manner, that unless the principles of the Federal Government were properly supported, and the Powers of the Union increased, the honor, dignity and justice of the Nation would be lost for ever; yet he cannot help repeating on this occasion, so interesting a sentiment, and leaving it as his last injunction to every Officer and every Soldier, who may view the subject in the same serious point of light, to add his best endeavours to those of his worthy fellow Citizens towards effecting these great and valuable purposes, on which our very existence as a Nation so materially depends.

The Commander in Chief conceives little is now waiting to enable the Soldier to change the Military character into that of the Citizen, but that steady and decent tenor of behaviour which has generally distinguished, not only the Army under his immediate Command, but the different Detachments and seperate Armies, through the course of the War; from their good sense and prudence he anticipates the happiest consequences; And while he congratulates them on the glorious occasion which renders their Services in the Field no longer necessary, he wishes to express the strong obligations he feels himself under, for the assistance he has received from every Class--and in every instance. He presents his thanks in the most serious and affectionate manner to the General Officers, as well for their Counsel on many interesting occasions, as for their ardor in promoting the success of the plans he had adopted--To the Commandants of Regiments and Corps, and to the other Officers for their great Zeal and attention in carrying his orders promptly into execution--To the Staff for their alacrity and exactness in performing the duties of their several Departments--And to the Non-commissioned officers and private Soldiers, for their extraordinary patience in suffering, as well as their invincible fortitude in Action--To the various branches of the Army, the General takes this last and solemn oppertunity of professing his inviolable attachment & friendship--He wishes more than bare professions were in his power, that he was really able to be usefull to them all in future life; He flatters himself however, they will do him the justice to believe, that whatever could with propriety be attempted by him, has been done. And being now to conclude these his last public Orders, to take his ultimate leave, in a short time, of the Military Character, and to bid a final adieu to the Armies he has so long had the honor to Command--he can only

again offer in their behalf his recommendations to their grateful Country, and his prayers to the God of Armies. May ample justice be done them here, and may the choicest of Heaven's favors both here and hereafter attend those, who under the divine auspices have secured innumerable blessings for others: With these Wishes, and this benediction, the Commander in Chief is about to retire from service--The Curtain of separation will soon be drawn--and the Military Scene to him will be closed for ever.



George Washington's Address to Congress on Resigning his Commission

Annapolis, Maryland - December 23, 1783.

Mr. President: The great events on which my resignation depended having at length taken place; I have now the honor of offering my sincere Congratulations to Congress and of presenting myself before them to surrender into their hands the trust committed to me, and to claim the indulgence of retiring from the Service of my Country.

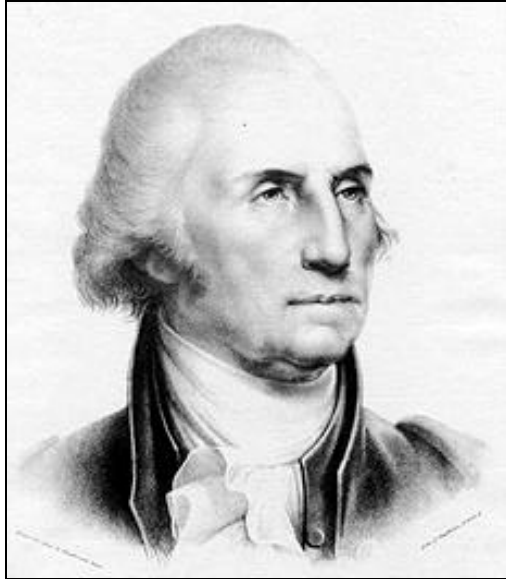
Happy in the confirmation of our Independence and Sovereignty, and pleased with the opportunity afforded the United States of becoming a respectable Nation, I resign with satisfaction the Appointment I accepted with diffidence. A diffidence in my abilities to accomplish so arduous a task, which however was superseded by a confidence in the rectitude of our Cause, the support of the Supreme Power of the Union, and the patronage of Heaven.

The Successful termination of the War has verified the most sanguine expectations, and my gratitude for the interposition of Providence, and the assistance I have received from my Countrymen, encreases with every review of the momentous Contest.

While I repeat my obligations to the Army in general, I should do injustice to my own feelings not to acknowledge in this place the peculiar Services and distinguished merits of the Gentlemen who have been attached to my person during the War. It was impossible the choice of confidential Officers to compose my family should have been more fortunate. Permit me Sir, to recommend in particular those, who have continued in Service to the present moment, as worthy of the favorable notice and patronage of Congress.

I consider it an indispensable duty to close this last solemn act of my Official life, by commending the Interests of our dearest Country to the protection of Almighty God, and those who have the superintendence of them, to his holy keeping.

Having now finished the work assigned me, I retire from the great theatre of Action; and bidding an Affectionate farewell to this August body under whose orders I have so long acted, I here offer my Commission, and take my leave of all the employments of public life.



George Washington's Farewell Address to the American People

Not delivered in person, but published in Philadelphia on September 19, 1796. Nine say later, it appeared in its entirety in the Independent Chronicle. This is the speech the Constitution of the National Society, SAR refers to when it charges us "...to maintain and extend the institutions of American freedom and to carry out the purposes expressed in the preamble of the Constitution of our country and the injunctions of Washington in his farewell address to the American people."

The period for a new election of a citizen to administer the executive government of the United States being not far distant, and the time actually arrived when your thoughts must be employed in designating the person who is to be clothed with that important trust, it appears to me proper, especially as it may conduce to a more distinct expression of the public voice, that I should now apprise you of the resolution I have formed to decline being considered among the number of those out of whom a choice is to be made.

I beg you at the same time to do me the justice to be assured that this resolution has not been taken without strict regard to all the considerations appertaining to the relation which binds a dutiful citizen to his country; and that in withdrawing the tender of service, which silence in my situation might imply, I am influenced by no diminution of zeal for your future interest, no deficiency of grateful respect for your past kindness, but am supported by a full conviction that the step is compatible with both.

The acceptance of and continuance hitherto in the office to which your suffrages have twice called me have been a uniform sacrifice of inclination to the opinion of duty and to a deference to what appeared to be your desire. I constantly hoped that it would have been much earlier in my power, consistently with motives which I was not at liberty to disregard to return to that retirement from which I had been reluctantly drawn. The strength of my inclination to do this previous to the last election had even led to the preparation of an address to declare it to you; but mature reflection on the then perplexed and critical posture of our affairs with foreign nations and the unanimous advice of persons entitled to my confidence impelled me to abandon the idea. I rejoice that the state of your concerns, external as well as internal, no longer renders the pursuit of inclination incompatible with the sentiment of duty or propriety, and am persuaded, whatever partiality may be retained for my services, that in the present circumstances of our country you will not disapprove my determination to retire.

The impressions with which I first undertook the arduous trust were explained on the proper occasion. In the discharge of this trust I will only say that I have, with good intentions, contributed toward the organization and administration of the government the best exertions of which a very fallible judgment was capable. Not unconscious in the outset of the inferiority of my qualifications, experience in my own eyes, perhaps still more in

the eyes of others, has strengthened the motives to diffidence of myself; and every day the increasing weight of years admonishes me more and more that the shade of retirement is as necessary to me as it will be welcome. Satisfied that if any circumstances have given peculiar value to my services they were temporary, I have the consolation to believe that, while choice and prudence invite me to quit the political scene, patriotism does not forbid it.

In looking forward to the moment which is intended to terminate the career of my political life my feelings do not permit me to suspend the deep acknowledgment of that debt of gratitude which I owe to my beloved country for the many honors it has conferred upon me; still more for the steadfast confidence with which it has supported me, and for the opportunities I have thence enjoyed of manifesting my inviolable attachment by services faithful and persevering, though in usefulness unequal to my zeal. If benefits have resulted to our country from these services, let it always be remembered to your praise and as an instructive example in our annals that under circumstances in which the passions, agitated in every direction, were liable to mislead; amidst appearances sometimes dubious; vicissitudes of fortune often discouraging; in situations in which not unfrequently want of success has countenanced the spirit of criticism, the constancy of your support was the essential prop of the efforts and guaranty of the plans by which they were effected.

Profoundly penetrated with this idea, I shall carry it with me to my grave as a strong incitement to unceasing vows that Heaven may continue to you the choicest tokens of its beneficence; that your union and brotherly affection may be perpetual; that the free Constitution, which is the work of your hands may be sacredly maintained; that its administration in every department may be stamped with wisdom and virtue; that, in fine, the happiness of the people of these states, under the auspices of liberty, may be made complete by so careful a preservation and so prudent a use of this blessing as will acquire to them the glory of recommending it to the applause, the affection, and adoption of every nation which is yet a stranger to it.

Here, perhaps, I ought to stop. But a solicitude for your welfare which can not end but with my life, and the apprehension of danger natural to that solicitude, urge me on an occasion like the present to offer to your solemn contemplation and to recommend to your frequent review some sentiments which are the result of much reflection, of no inconsiderable observation, and which appears to me all important to the permanency of your felicity as a people. These will be offered to you with the more freedom as you can only see in them the disinterested warnings of a parting friend, who can possibly have no personal motive to bias his counsel. Nor can I forget as an encouragement to it your indulgent reception of my sentiments on a former and not dissimilar occasion.

Interwoven as is the love of liberty with every ligament of your hearts, no recommendation of mine is necessary to fortify or confirm the attachment.

The unity of government which constitutes you one people is also now near to you. It is justly so, for it is a main pillar in the edifice of your real independence, the support of your tranquillity at home, your peace abroad, of your safety, of your prosperity, of that very liberty which you so highly prize. But as it is easy to foresee that from different causes and from different quarters much pains will be taken, many artifices employed, to weaken in your minds the conviction of this truth, as this is the point in your political fortress against which the batteries of internal and external enemies will be most constantly and actively (though often covertly and insidiously) directed, it is of infinite moment that you should properly estimate the immense value of your national union to your collective and individual happiness; that you should cherish a cordial, habitual, and immovable attachment to it; accustoming yourselves to think and speak of it as the palladium of your political safety and prosperity; watching for its preservation with jealous anxiety; discountenancing whatever may suggest even a suspicion that it can in any event be abandoned, and indignantly frowning upon the first dawning of every attempt to alienate any portion of our country from the rest or to enfeeble the sacred ties which now link together the various parts.

For this you have every inducement of sympathy and interest. Citizens by birth or choice of a common country, that country has a right to concentrate your affections. The name of American, which belongs to you in your national capacity, must always exalt the just pride of patriotism more than any appellation derived from local discriminations. With slight shades of difference, you have the same religion, manners, habits, and political principles. You have in a common cause fought and triumphed together. The independence and liberty you

possess are the work of joint councils and joint efforts, of common dangers, sufferings, and successes.

But these considerations, however powerfully they address themselves to your sensibility, are greatly outweighed by those which apply more immediately to your interest. Here every portion of our country finds the most commanding motives for carefully guarding and preserving the union of the whole.

The North, in an unrestrained intercourse with the South, protected by the equal laws of a common government, finds in the productions of the latter great additional resources of maritime and commercial enterprise and precious materials of manufacturing industry. The South, in the same intercourse, benefiting by the same agency of the North, sees its agriculture grow and its commerce expand, Turning partly into its own channels the sea men of the North, it finds its particular navigation invigorated; and while it contributes in different ways to nourish and increase the general mass of the national navigation, it looks forward to the protection of a maritime strength to which itself is unequally adapted. The East, in a like intercourse with the West, already finds, and in the progressive improvement of interior communications by land and water will more and more find, a valuable vent for the commodities which it brings from abroad or manufactures at home. The West derives from the East supplies requisite to its growth and comfort, and what is perhaps of still greater consequence, it must of necessity owe the secure enjoyment of indispensable outlets for its own productions to the weight, influence, and the future maritime strength of the Atlantic side of the Union, directed by an indissoluble community of interest as one nation. Any other tenure by which the West can hold this essential advantage, whether derived from its own separate strength or from an apostate and unnatural connection with any foreign power, must be intrinsically precarious.

While, then, every part of our country thus feels an immediate and particular interest in union, all the parts combined can not fail to find in the united mass of means and efforts greater strength, greater resource, proportionably greater security from external danger, a less frequent interruption of their peace by foreign nations, and what is of inestimable value, they must derive from union an exemption from those broils and wars between themselves which so frequently afflict neighboring countries not tied together by the same governments, which their own rivalships alone would be sufficient to produce, but which opposite foreign alliances, attachments, and intrigues would stimulate and embitter. Hence, likewise, they will avoid the necessity of those overgrown military establishments which, under any form of government, are inauspicious to liberty, and which are to be regarded as particularly hostile to republican liberty. In this sense it is that your union ought to be considered as a main prop of your liberty, and that the love of the one ought to endear to you the preservation of the other.

These considerations speak a persuasive language to every reflecting and virtuous mind, and exhibit the continuance of the Union as a primary object of patriotic desire. Is there a doubt whether a common government can embrace so large a sphere? Let experience solve it. To listen to mere speculation in such a case were criminal. We are authorized to hope that a proper organization of the whole, with the auxiliary agency of governments for the respective subdivisions, will afford a happy issue to the experiment. It is well worth a fair and full experiment. With such powerful and obvious motives to union affecting all parts of our country, while experience shall not have demonstrated its impracticability, there will always be reason to distrust the patriotism of those who in any quarter may endeavor to weaken its bands.

In contemplating the causes which may disturb our Union it occurs as matter of serious concern that any ground should have been furnished for characterizing the parties by geographical discriminations - Northern and Southern, Atlantic and Western - whence designing men may endeavor to excite a belief that there is a real difference of local interests and views. One of the expedients of party to acquire influence within particular districts is to misrepresent the opinions and aims of other districts. You cannot shield yourselves too much against the jealousies and heartburnings which spring from these misrepresentations; they tend to render alien to each other those who ought to be bound together by fraternal affection.

The inhabitants of our Western country have lately had a useful lesson on this head. They have seen in the negotiation by the executive and in the unanimous ratification by the Senate of the treaty with Spain, and in the universal satisfaction at that event throughout the United States, a decisive proof how unfounded were the suspicions propagated among them of a policy in the general government and in the Atlantic states unfriendly to

their interests in regard to the Mississippi. They have been witnesses to the formation of 2 treaties - that with Great Britain and that with Spain - which secure to them everything they could desire in respect to our foreign relations toward confirming their prosperity. Will it not be their wisdom to rely for the preservation of these advantages on the union by which they were procured? Will they not henceforth be deaf to those advisers, if such there are, who would sever them from their brethren and connect them with aliens?

To the efficacy and permanency of your union a government for the whole is indispensable. No alliances, however strict, between the parts can be an adequate substitute. They must inevitably experience the infractions and interruptions which all alliances in all times have experienced. Sensible of this momentous truth, you have improved upon your first essay by the adoption of a Constitution of government better calculated than your former for an intimate union and for the efficacious management of your common concerns. This government, the off-spring of our own choice, uninfluenced and unawed, adopted upon full investigation and mature deliberation, completely free in its principles, in the distribution of its powers, uniting security with energy, and containing within itself a provision for its own amendment, has a just claim to your confidence and your support. Respect for its authority, compliance with its laws, acquiescence in its measures, are duties enjoined by the fundamental maxims of true liberty.

The basis of our political systems is the right of the people to make and to alter their constitutions of government. But the constitution which at any time exists until changed by an explicit and authentic act of the whole people is sacredly obligatory upon all. The very idea of the power and the right of the people to establish government presupposes the duty of every individual to obey the established government.

All obstructions to the execution of the laws, all combinations and associations, under whatever plausible character, with the real design to direct, control, counteract, or awe the regular deliberation and action of the constituted authorities, are destructive of this fundamental principle and of fatal tendency. They serve to organize faction; to give it an artificial and extraordinary force; to put in the place of the delegated will of the nation the will of a party, often a small but artful and enterprising minority of the community, and, according to the alternate triumphs of different parties, to make the public administration the mirror of the ill-concerted and incongruous projects of faction rather than the organ of consistent and wholesome plans, digested by common counsels and modified by mutual interests.

However combinations or associations of the above description may now and then answer popular ends, they are likely in the course of time and things to become potent engines by which cunning, ambitious, and unprincipled men will be enabled to subvert the power of the people, and to usurp for themselves the reins of government, destroying afterwards the very engines which have lifted them to unjust dominion.

Toward the preservation of your government and the permanency of your present happy state, it is requisite not only that you steadily discountenance irregular oppositions to its acknowledged authority, but also that you resist with care the spirit of innovation upon its principles, however specious the pretexts. One method of assault may be to effect in the forms of the Constitution alterations which will impair the energy of the system, and thus to undermine what can not be directly overthrown. In all the changes to which you may be invited remember that time and habit are at least as necessary to fix the true character of governments as of other human institutions; that experience is the surest standard by which to test the real tendency of the existing constitution of a country; the facility in changes upon the credit of mere hypothesis and opinion exposes to perpetual change, from the endless variety of hypothesis and opinion; and remember especially that for the efficient management of your common interests in a country so extensive as ours a government of as much vigor as is consistent with the perfect security of liberty is indispensable. Liberty itself will find in such a government, with powers properly distributed and adjusted, its surest guardian. It is, indeed, little else than a name where the government is too feeble to withstand the enterprises of faction, to confine each member of the society within the limits prescribed by the laws, and to maintain all in the secure and tranquil enjoyment of the rights of persons and property.

I have already intimated to you the danger of parties in the state, with particular reference to the founding of them on geographical discriminations. Let me now take a more comprehensive view, and warn you in the most solemn manner against the baneful effects of the spirit of party generally.

This spirit, unfortunately, is inseparable from our nature, having its root in the strongest passions of the human

mind. It exists under different shapes in all governments, more or less stifled, controlled, or repressed; but in those of the popular form it is seen in its greatest rankness and is truly their worst enemy.

The alternate domination of one faction over another, sharpened by the spirit of revenge natural to party dissension, which in different ages and countries has perpetrated the most horrid enormities, is itself a frightful despotism. But this leads at length to a more formal and permanent despotism. The disorders and miseries which result gradually incline the minds of men to seek security and repose in the absolute power of an individual, and sooner or later the chief of some prevailing faction, more able or more fortunate than his competitors, turns this disposition to the purposes of his own elevation on the ruins of public liberty.

Without looking forward to an extremity of this kind (which nevertheless ought not to be entirely out of sight), the common and continual mischiefs of the spirit of party are sufficient to make it the interest and duty of a wise people to discourage and restrain it.

It serves always to distract the public councils and enfeeble the public administration. It agitates the community with ill-founded jealousies and false alarms; kindles the animosity of one part against another; foment occasional riot and insurrection. It opens the door to foreign influence and corruption, which find a facilitated access to the government itself through the channels of party passion. Thus the policy and the will of one country are subjected to the policy and will of another.

There is an opinion that parties in free countries are useful checks upon the administration of the government, and serve to keep live the spirit of liberty. This within certain limits is probably true; and in governments of monarchical cast patriotism may look with indulgence, if not with favor, upon the spirit of party, but in those of the popular character, in governments purely elective, it is a spirit not to be encouraged. From their natural tendency it is certain there will always be enough of that spirit for every salutary purpose; and there being constant danger of excess, the effort ought to be by force of public opinion to mitigate and assuage it. A fire not to be quenched, it demands a uniform vigilance to prevent its bursting into a flame, lest, instead of warming, it should consume.

It is important, likewise, that the habits of thinking in a free country should inspire caution in those intrusted with its administration to confirm themselves within their respective constitutional spheres, avoiding the exercise of the powers of one department to encroach upon another. The spirit of encroachment tends to consolidate the powers of all the departments in one, and thus to create, whatever the form of government, a real despotism. A just estimate of that love of power and proneness to abuse it which predominates in the human heart is sufficient to satisfy us of the truth of this position. The necessity of reciprocal checks in the exercise of political power, by dividing and distributing it into different depositories, and constituting each the guardian of the public weal against invasions by others, has been evinced by experiments ancient and modern, some of them in our country and under our own eyes. To preserve them must be as necessary as to institute them. If in the opinion of the people the distribution or modification of the constitutional powers be in any particular wrong, let it be corrected by an amendment in the way which the Constitution designates, but let there be no change by usurpation; for though this in one instance may be the instrument of good, it is the customary weapon by which free governments are destroyed. The precedent must always greatly overbalance in permanent evil any partial or transient benefit which the use can at any time yield.

Of all the dispositions and habits which lead to political prosperity, religion and morality are indispensable supports. In vain would that man claim the tribute of patriotism who should labor to subvert these great pillars of human happiness - these firmest props of the duties of men and citizens. The mere politician, equally with the pious man, ought to respect and to cherish them. A volume could not trace all their connections with private and public felicity. Let it simply be asked, Where is the security for property, for reputation, for life, if the sense of religious obligation desert the oaths which are the instruments of investigation in courts of justice? And let us with caution indulge the supposition that morality can be maintained without religion. Whatever may be conceded to the influence of refined education on minds of peculiar structure, reason and experience both forbid us to expect that national morality can prevail in exclusion of religious principle.

It is substantially true that virtue or morality is a necessary spring of popular government. The rule indeed extends with more or less force to every species of free government. Who that is a sincere friend to it can look with indifference upon attempts to shake the foundation of the fabric? Promote, then, as an object of primary

importance, institutions for the general diffusion of knowledge. In proportion as the structure of a government gives force to public opinion, it is essential that public opinion should be enlightened.

As a very important source of strength and security, cherish public credit. One method of preserving it is to use it as sparingly as possible, avoiding occasions of expense by cultivating peace, but remembering also that timely disbursements to prepare for danger frequently prevent much greater disbursements to repel it; avoiding likewise the accumulation of debt, not only by shunning occasions of expense, but by vigorous exertions in time of peace to discharge the debts which unavoidable wars have occasioned, not ungenerously throwing upon posterity the burden which we ourselves ought to bear.

The execution of these maxims belongs to your representatives; but it is necessary that public opinion should cooperate. To facilitate to them the performance of their duty it is essential that you should practically bear in mind that toward the payment of debts there must be revenue; that to have revenue there must be taxes; that no taxes can be devised which are not more or less inconvenient and unpleasant; that the intrinsic embarrassment inseparable from the selection of the proper objects (which is always a choice of difficulties), ought to be a decisive motive for a candid construction of the conduct of the government in making it, and for a spirit of acquiescence in the measures for obtaining revenue which the public exigencies may at any time dictate.

Observe good faith and justice toward all nations. Cultivate peace and harmony with all. Religion and morality enjoin this conduct, and can it be that good policy does not equally enjoin it? It will be worthy of a free, enlightened, and at no distant period a great nation to give to mankind the magnanimous and too novel example of a people always guided by an exalted justice and benevolence. Who can doubt that in the course of time and things the fruits of such a plan would richly repay any temporary advantages which might be lost by a steady adherence to it? Can it be that Providence has not connected the permanent felicity of a nation with its virtue? The experiment, at least, is recommended by every sentiment which ennobles human nature. Alas! Is it rendered possible by its vices?

In the execution of such a plan nothing is more essential than that permanent, inveterate antipathies against particular nations and passionate attachments for others should be excluded, and that in place of them just and amicable feelings toward all should be cultivated. The nation which indulges toward another an habitual hatred or an habitual fondness is in some degree a slave. It is a slave to its animosity or to its affection, either of which is sufficient to lead it astray from its duty and its interest. Antipathy in one nation against another disposes each more readily to offer insult and injury, to lay hold of slight causes of umbrage, and to be haughty and intractable when accidental or trifling occasions of dispute occur.

Hence frequent collisions, obstinate, envenomed, and bloody contests. The nation prompted by ill will and resentment sometimes impels to war the government contrary to the best calculations of policy. The government sometimes participates in the national propensity, and adopts through passion what reason would reject. At other times it makes the animosity of the nation subservient to projects of hostility, instigated by pride, ambition, and other sinister and pernicious motives. The peace often, sometimes perhaps the liberty, of nations has been the victim.

So, likewise, a passionate attachment of one nation for another produces a variety of evils. Sympathy for the favorite nation, facilitating the illusion of an imaginary common interest in cases where no real common interest exists, and infusing into one the enmities of the other, betrays the former into a participation in the quarrels and wars of the latter without adequate inducement or justification. It leads also to concessions to the favorite nation of privileges denied to others, which is apt doubly to injure the nation making the concessions by unnecessarily parting with what ought to have been retained, and by exciting jealousy, ill will, and a disposition to retaliate in the parties from whom equal privileges are withheld; and it gives to ambitious, corrupted, or deluded citizens (who devote themselves to the favorite nation) facility to betray or sacrifice the interests of their own country without odium, sometimes even with popularity, gilding with the appearances of a virtuous sense of obligation, a commendable deference for public opinion, or a laudable zeal for public good the base or foolish compliances of ambition, corruption, or infatuation.

As avenues to foreign influence in innumerable ways, such attachments are particularly alarming to the truly enlightened and independent patriot. How many opportunities do they afford to tamper with domestic factions, to

practice the arts of seduction, to mislead public opinion, to influence or awe the public councils! Such an attachment of a small or weak toward a great and powerful nation dooms the former to be the satellite of the latter. Against the insidious wiles of foreign influence (I conjure you to believe me, fellow citizens) the jealousy of a free people ought to be constantly awake, since history and experience prove that foreign influence is one of the most baneful foes of republican government, but that jealousy, to be useful, must be impartial, else it becomes the instrument of the very influence to be avoided, instead of a defense against it. Excessive partiality for one foreign nation and excessive dislike of another cause those whom they actuate to see danger only on one side, and serve to veil and even second the arts of influence on the other. Real patriots who may resist the intrigues of the favorite are liable to become suspected and odious, while its tools and dupes usurp the applause and confidence of the people to surrender their interests.

The great rule of conduct for us in regard to foreign nations is, in extending our commercial relations to have with them as little political connection as possible. So far as we have already formed engagements let them be fulfilled with perfect good faith. Here let us stop.

Europe has a set of primary interests which to use have none or a very remote relation. Hence she must be engaged in frequent controversies, the causes of which are essentially foreign to our concerns. Hence, therefore, it must be unwise in us to implicate ourselves by artificial ties in the ordinary vicissitudes of her politics or the ordinary combination and collisions of her friendships or enmities.

Our detached and distant situation invites and enables us to pursue a different course. If we remain one people, under an efficient government, the period is not far off when we may defy material injury from external annoyance; when we may take such an attitude as will cause the neutrality we may at any time resolve upon to be scrupulously respected; when belligerent nations, under the impossibility of making acquisitions upon us, will not lightly hazard the giving us provocation; when we may choose peace or war, as our interest, guided by justice, shall counsel.

Why forego the advantages of so peculiar a situation? Why quit our own to stand upon foreign ground? Why, by interweaving our destiny with that of any part of Europe, entangle our peace and prosperity in the toils of European ambition, rivalship, interest, humor, or caprice?

It is our true policy to steer clear of permanent alliances with any portion of the foreign world, so far, I mean, as we are now at liberty to do it; for let me not be understood as capable of patronizing infidelity to existing engagements. I hold the maxim no less applicable to public than to private affairs that honesty is always the best policy. I repeat, therefore, let those engagements be observed in their genuine sense, but in my opinion it is unnecessary and would be unwise to extend them.

Taking care always to keep ourselves by suitable establishments on a respectable defensive posture, we may safely trust to temporary alliances for extraordinary emergencies.

Harmony, liberal intercourse with all nations are recommended by policy, humanity, and interest, but even our commercial policy should hold an equal and impartial hand, neither seeking nor granting exclusive favors or preferences; consulting the natural course of things; diffusing and diversifying by gentle means the streams of commerce, but forcing nothing; establishing with powers so disposed, in order to give trade a stable course, to define the rights of our merchants, and to enable the government to support them, conventional rules of intercourse, the best that present circumstances and mutual opinion will permit, but temporary and liable to be from time to time abandoned or varied as experience and circumstances shall dictate; constantly keeping in view that it is folly in one nation to look for disinterested favors from another; that it must pay with a portion of its independence for whatever it may accept under that character; that by such acceptance it may place itself in the condition of having given equivalents for nominal favors, and yet of being reproached with ingratitude for not giving more. There can be no greater error than to expect or calculate upon real favors from nation to nation. It is an illusion which experience must cure, which a just pride ought to discard.

In offering to you, my countrymen, these counsels of an old and affectionate friend I dare not hope they will make the strong and lasting impression I could wish - that they will control the usual current of the passions or prevent our nation from running the course which has hitherto marked the destiny of nations, but if I may even flatter

myself that they may be productive of some partial benefit, some occasional good - that they may now and then recur to moderate the fury of party spirit, to warn against the impostures of pretended patriotism - this hope will be a full recompense for the solicitude for your welfare by which they have been dictated.

How far in the discharge of my official duties I have been guided by the principles which have been delineated the public records and other evidences of my conduct must witness to you and to the world. To myself, the assurance of my own conscience is that I have at least believed myself to be guided by them.

In relation to the still subsisting war in Europe my proclamation of [1793-04-22], is the index to my plan. Sanctioned by your approving voice and by that of your representatives in both Houses of Congress, the spirit of that measure has continually governed me, uninfluenced by any attempts to deter or divert me from it.

After deliberate examination, with the aid of the best lights I could obtain, I was well satisfied that our country, under all the circumstances of the case, had a right to take, and was bound in duty and interest to take a neutral position. Having taken it, I determined as far as should depend upon me to maintain it with moderation, perseverance, and firmness.

The considerations which respect the right to hold this conduct it is not necessary on this occasion to detail. I will only observe that, according to my understanding of the matter, that right, so far from being denied by any of the belligerent powers, has been virtually admitted by all.

The duty of holding a neutral conduct may be inferred, without anything more, from the obligation which justice and humanity impose on every nation, in cases in which it is free to act, to maintain inviolate the relations of peace and amity toward other nations.

The inducements of interest for observing that conduct will best be referred to your own reflections and experience. With me a predominant motive has been to endeavor to gain time to our country to settle and mature its recent institutions, and to progress without interruption to that degree of strength and consistency which is necessary to give it, humanly speaking, the command of its own fortunes.

Though in reviewing the incidents of my Administration I am unconscious of intentional error, I am nevertheless too sensible of my defects not to think it probable that I may have committed many errors. Whatever they may be, I fervently beseech the Almighty to avert or mitigate the evils to which they may tend. I shall also carry with me the hope that my country will never cease to view them with indulgence, and that, after 45 years of my life dedicated to its service with an upright zeal, the faults of incompetent abilities will be consigned to oblivion, as myself must soon be to the mansions of rest.

Relying on its kindness in this as in other things, and actuated by that fervent love toward it which is so natural to a man who views in it the native soil of himself and his progenitors for several generations, I anticipate with pleasing expectation that retreat in which I promise myself to realize without alloy the sweet enjoyment of partaking in the midst of my fellow citizens the benign influence of good laws under a free government - the ever-favorite object of my heart, and the happy reward, as I trust, of our mutual cares, labors, and dangers.

Geo. Washington.