

National Society
Daughters of Colonial Wars, Incorporated

National Bylaws
and
Handbook

2012

I.R.S. Tax No. EIN 54-6053436, GIN 5578

“Love of Country Leads Me”

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CERTIFICATE OF INCORPORATION
of
NATIONAL SOCIETY
DAUGHTERS OF COLONIAL WARS, INCORPORATED

The undersigned persons, desiring to associate themselves into a corporation, pursuant to an act of the Legislature of the State of New Jersey, entitled "An Act to Incorporate Associations Not for Pecuniary Profit," approved March 21st, 1928, with the several supplements thereto and amendments thereof, do hereby certify:

FIRST: The name by which this corporation is to be known in law is NATIONAL SOCIETY, DAUGHTERS OF COLONIAL WARS, INC.

SECOND: The objects for which this corporation is formed are for the promotion of historical research; the location and preservation of family records of the early settlers of this country, with their traditions and folklore; the encouragement of the study of the lives of men and women of the Colonial period; the perpetuation of the memory of the events of Colonial History; the collecting, maintaining and preserving records of the service of men who, in military, naval and civil positions of high trust and responsibility, by their acts or counsel, assisted in the establishment, defense and preservation of the American Colonies, and who were in truth, the founders of this nation; to collect and preserve the manuscripts, rolls, records, and historic documents relative to the American Colonial Period; to encourage and promote the study of our country's history, and inspire the membership of this organization, and others, with the fraternal and patriotic spirit of the founders and forefathers of this nation, and promote respect and reverence for the memory of those whose public services made our freedom and national spirit a reality; to publicize and disseminate this knowledge.

THIRD: The location of the registered office of this corporation in the State of New Jersey is Room 912 American Mechanic Building, 137 East State Street, in the City of Trenton and County of Mercer, and the name of the agent therein and in charge thereof upon whom process against the Corporation may be served is Frederic R. Brace.

FOURTH: The number of Trustees of this corporation is nineteen. The said Trustees are and shall be known, designated and referred to as the National Council.

Provided, However: That in accordance with the Constitution and by-Laws of the National Society, Daughters of Colonial Wars (not heretofore incorporated), as adopted April 18, 1932, and hereinafter ratified, confirmed, and adopted as the Constitution and By-Laws of this corporation, and particularly Article II thereof, the number of such Trustees, therein entitled National Councillors, may be increased from time to time, as therein provided.

FIFTH: the officers of this corporation, at and after the next Annual Meeting in the year 1936, shall be elected in the manner and by the method prescribed in Article V of the By-Laws above

referred to. In the interim, between the date of the execution of this certificate, and the next succeeding National Annual Meeting, the National Officers shall be as follows: Honorary National President, Mrs. Frank D. Ellison; National President, Mrs. C. Edward Murray; National Vice-President, Mrs. John B. Richards; National Second Vice-President, Mrs. Frank J. Bowman; National Third Vice-President, Mrs. Llewellyn N. Edwards; National Chaplain, Mrs. Finley J. Shepard; National Secretary, Mrs. Thomas E. Scull; National Treasurer, Mrs. Ira R. Springer; National Registrar, Mrs. Benjamin G. W. Cushman; National Historian, Mrs. Roscoe M. Breeden.

SIXTH: The names of the trustees (or National Council) who shall serve and act as such until the next succeeding National Annual Meeting, and their respective office addresses, are as follows: Honorary National President - Mrs. Frank D. Ellison, Egypt, Massachusetts; National President - Mrs. C. Edward Murray, Trenton, N.J.; National Vice- President - Mrs. John B. Richards, Fall River, Mass.; National Second Vice-President - Mrs. Frank J. Bowman, Sterling, Illinois; National Third Vice-President-Mrs. Llewellyn N. Edwards, Chevy Chase, Md.; National Chaplain - Mrs. Finley J. Shepard, New York City, NY.; National Secretary - Mrs. Thomas E. Scull, Ventnor, NJ; National Treasurer - Mrs. Ira R. Springer, Middletown, Penna.; National Registrar- Mrs. Benjamin G. W. Cushman, Auburn, Maine; National Historian - Mrs. Roscoe M. Breeden, Los Angeles, Calif. National Councillors - Miss Isabel W. Gordon, Worcester, Mass.; Mrs. Almerin Marston, Ventnor, N.J., Mrs. Thomas J. Newbill, LaGrange, Illinois; Mrs. Willard Haff, New York City; Mrs. Arthur Mason Johnson, Los Angeles, Calif.; Mrs. Harper D. Sheppard, Hanover, Penna.; Mrs. Blaine S. Viles, Augusta, Maine; Mrs. Frank E. Harter, Norwalk, Ohio; Mrs. Charles H. Carroll, Concord, New Hampshire.

SEVENTH: The time, place, and method of calling meetings of this society; the titles and duties of officers; fees and dues; and all other matters pertaining to the regulation of the internal affairs of the society shall be governed and controlled by the By-Laws of the National Society, Daughters of Colonial Wars, (heretofore unincorporated), adopted April 18, 1932, at the National Annual Meeting of that year, which said By-Laws, insofar as the internal affairs of this society, and the rights, duties, and liabilities of the members thereof, to and with each other, are involved and regulated, are hereby ratified, approved, and adopted in full, as the same now subsist or as they may hereafter be amended, supplemented or repealed in the manner provided therein.

IN WITNESS WHEREOF, we have hereunto set our hands and seals the 22nd day of November, A.D., One thousand nine hundred and thirty-five.

Signed, sealed and delivered in the presence of Marian H. Atkinson,

STATE OF NEW JERSEY, COUNTY OF MERCER, ss.

Jennie Scudder Murray (Mrs. C. Edward), Carolyn Hodgdon Edwards (Mrs. Llewellyn N.), AnnaM. Scull (Mrs. Thomas E.), Maude L. Marston (Mrs. Almerin), Maryle Haff (Mrs. Willard), Henrietta D. Sheppard (Mrs. H.D.).

BE IT REMEMBERED, That on this 22nd day of November, A.D., nineteen hundred thirty-five, before me, a Notary Public of New Jersey, personally appeared Jennie Scudder Murray, Carolyn Hodgdon Edwards, Anna M. Scull, Maude L. Marston, Maryle Haff, and Henrietta D. Sheppard, who I am satisfied are the persons named in and who executed the foregoing certificate, and I having first made known to them the contents thereof, they did each acknowledge they signed, sealed, and delivered the same as their voluntary act and deed, for the uses and purposes therein expressed.

MARION H. ATKINSON
Notary Public of N.J.

BYLAWS

of the

NATIONAL SOCIETY

DAUGHTERS OF COLONIAL WARS, INC.

BYLAWS
of the
NATIONAL SOCIETY DAUGHTERS OF COLONIAL WARS, INCORPORATED

ARTICLE I
NAME

The name of this organization shall be The National Society Daughters of Colonial Wars, Inc.

ARTICLE II
OBJECTS

The objects of this Society shall be:

1. To honor and perpetuate the memory and spirit of the men and women who, by their acts and counsel, assisted in the establishment, defense and preservation of the American Colonies.
2. To collect and preserve records relative to the American Colonial Period, and records of service of men who assisted in the establishment, defense, and preservation of the American Colonies.
3. To promote historical research and the study of history and to commemorate the events of the American Colonial Period between 1607 and 1775.
4. To inspire patriotism and loyalty to our country.
5. To foster a spirit of fellowship among the members of the Society.

ARTICLE III
ELIGIBILITY

Section 1. Any woman is eligible for membership in the National Society Daughters of Colonial Wars who is not less than eighteen years of age, who is of good moral character and reputation; who is in sympathy with the objects of the Society; who is personally acceptable to the Society; and who is lineally descended in the male or female line from an ancestor who, from the time of the settlement of Jamestown, May 13, 1607, to the battle of Lexington, April 19, 1775.

(a) Served as a military or naval officer, or as a soldier, sailor, marine or privateersman, under the authority of the Colonies which afterward formed the United States, or in the forces of Great Britain which participated with those of said Colonies in any wars in which the said Colonies were engaged, or in which their men were enrolled.

(b) Served in any civil position of high trust and responsibility in the Colonies such as

Director General, Vice Director General, Governor, Lieutenant Governor, Deputy Governor, Governor's Assistant, Lord Proprietor, Secretary, or Treasurer of a Colony or Province, member of the King's or Governor's Council, or Legislative Body in the Colonies, or Commissioner to the United Colonies or New England, or Member of the Council, or Body of Assistants, as well as Receiver General, Attorney General, Surveyor General, and such titles as Sheriff, Constable, Mayor, Judge, Justice of the Peace, Customs Officer, Master of Ordnance or other elective or appointive office in the Colonies.

ARTICLE IV MEMBERSHIP

Section 1. The membership of the National Society shall consist of the members of the State Societies and members at large.

Section 2. Admission to membership in the National Society shall be either through a State Society or as a member at large.

- A. Members of State Societies shall be admitted in the following manner:
 - 1. The name of a proposed member, accompanied by letters of recommendation from at least two members of the State Society to whom she is personally known, shall be sent to the Chairman of the State Membership Committee.
 - 2. After consideration by the membership committee, the chairman shall report to the State Council the names of applicants approved by a majority vote by ballot of the membership committee.
 - 3. A two-thirds vote by ballot at the Council Meeting shall be required, the vote to be taken at the same meeting at which the names are recommended or the next meeting as directed by the bylaws of the State Society. The decision of the State Council shall be final.
 - 4. The name of an applicant who is not approved may not be proposed again for two years.
 - 5. The State President shall issue an invitation to the approved applicant.
 - 6. If a favorable reply is received within three months, an application form and instructions will be forwarded to the applicant.
 - 7. The completed application form with original signatures of the applicant and the two members who recommended her, shall be sent within one year to the State Registrar, accompanied by proofs of eligibility, application fee and annual dues.
 - 8. The State Treasurer shall write the State Society's check to cover the application fee and National dues for one year (in advance) payable to the National Treasurer to accompany the application which is sent to the National Registrar.
 - 9. After reviewing the papers the State Registrar shall send the application papers with proofs of eligibility and a state check to the National Registrar.

- B. A member at large shall be admitted in the following manner:
1. To be admitted to member at large a proposed member must be a resident of a state in which there is no existing State Society. Any change of residence by a member at large subsequent to her admission shall not affect her membership in the National Society.
 2. The name of a proposed member at large, accompanied by letters of recommendation from at least two members of the National Society to whom the applicant is personally known, shall be sent to the National Organizing Secretary.
 3. The National Organizing Secretary shall report on the eligibility of the applicant to the National Council which shall vote by ballot on the question of admission. A two-thirds vote shall be required to elect to member at large.
 4. The National Organizing Secretary shall issue an invitation to the applicant. If a favorable reply is received within three months, she shall forward an application form and instructions.
 5. The completed application form, signed by the applicant, and the two members of the National Society who recommended her, accompanied by proofs of eligibility, application fee and annual dues for a member at large shall be sent within one year to the National Organizing Secretary for her signature.
 6. The National Organizing Secretary shall forward the papers and accompanying documentation to the National Registrar for verification and the check to the National Treasurer.
 7. Upon approval, notice of acceptance shall be sent to the applicant by the National Registrar
- C. Organizing members of a new State Society shall be admitted in the following manner:
1. The Organizing President shall be responsible for inviting members. She shall forward an application form and instructions to the applicant.
 2. The completed application form, with original signatures of the applicant and two members of the National Society shall be sent within one year to the National Organizing Secretary accompanied by proofs of eligibility, application fee and annual dues for a member at large.
 3. The National Organizing Secretary shall forward the papers and proofs to the National Registrar and the check to the National Treasurer.
 4. Upon approval, notice of acceptance shall be sent to the National Organizing Secretary and State Organizing President by the National Registrar.

Section 3. If an application cannot be approved by the National Registrar, the prospective member and the State Registrar having been notified of the inadequacies and there has been no further communication from the prospective member, after one year the National Registrar shall return the application and accompanying papers to the State Registrar with notice to the State Treasurer. The application fee is forfeited.

ARTICLE V OFFICERS

Section 1. The officers of this Society shall be a National President, a National First Vice President, a National Second Vice President, a National Chaplain, a National Recording Secretary, a National Corresponding Secretary, a National Organizing Secretary, a National Treasurer, a National Registrar, a National Historian and a National Custodian.

Section 2. The officers of this society shall be elected at the Annual Assembly of the National Society, every third year and shall hold office for three years, or until their successors are elected. No member shall be eligible to the same National Office for two consecutive terms. A member having served more than one-half of a term in any office shall be deemed to have served a full term.

Section 3. A member holding two offices at the same time, i.e. National Office and State President shall be entitled to only one vote.

Section 4. Nominating Committee

- a. At the Annual Assembly preceding the year for the triennial election a Nominating Committee of five member shall be elected from candidates nominated from the floor. This Committee shall select its chairman as soon as possible after this meeting.
- b. At the Annual Meeting at which the election of officers takes place the Nominating Committee shall present at least one candidate for each office.
- c. Additional nominations may be made from the floor provided the consent of the nominee shall have been obtained. If there is more than one candidate for any office, election shall be by ballot.
- d. A majority vote shall elect.

Section 5. Vacancies

- a. In the event of the resignation, incapacity, or death of the National President, the First Vice President shall assume the office of National President.
- b. In case of a vacancy in another office, the National President, a Vice President in order of rank and the National Recording Secretary shall constitute the Nominating Committee.
- c. At the next meeting of the National Council the name of the acting officer shall be presented for confirmation.

Section 6. Should a National Officer fail to fulfill her duties, the National President may present a request for her removal from office to the Executive Committee. A two-thirds vote by the Executive Committee shall be necessary for removal.

Section 7. In recognition of valuable service to the National Society a member who has served as National President upon her retirement from office may be elected Honorary National

President for life.

ARTICLE VI DUTIES OF OFFICERS

The officers of the National Society shall perform the duties prescribed in this article and such others as the Bylaws of the National Society, the Annual Assembly of the National Society, the National Council or the Parliamentary authority adopted by the National Society may require.

Section 1. National President – The National President shall be the chief executive officer and have general supervision of the affairs of the National Society. She shall preside at all meetings of the Society, of the National Council and of the Executive Committee. She shall make and sign all contracts. She shall sign all orders for payment of bills incurred after they have been verified by the person authorized to contract them. She shall appoint all National Committees except the Nominating Committee. She shall be ex officio a member of all committees except the Nominating Committee.

Section 2. National Vice Presidents – In the absence or disability of the National President, the National Vice Presidents in the order of their rank shall perform the duties of the office of the National President. A National Vice President may be chairman of a committee.

Section 3. National Chaplain – The National Chaplain shall open meetings of the National Society with the reading of Scripture and prayer and shall conduct such religious services as occasion may require and shall hold a Memorial Service at the Annual Assembly.

Section 4. National Recording Secretary – The National Recording Secretary shall keep a record of the proceedings of the meetings of the National Society, the National Council, and the Executive Committee.

She shall send within 120 days the Executive Committee minutes to the Executive Committee and the Proceedings of the National Council and the Annual Assembly to the National Officers, National Committee Chairmen, State Presidents and Honorary National Presidents.

At least 30 days prior to all meetings, she shall notify the National Officers, National Committee Chairmen, State Presidents and Honorary National Presidents of the time and places for such meetings with requests for reports.

She shall notify the National Officers of their election and applicants of their admission to the Society and shall issue certificates of membership. She shall have charge of the Seal of the Society.

Section 5. National Corresponding Secretary – The National Corresponding Secretary shall attend to such correspondence as the National Society, National Council, the National President

and Executive Committee may direct.

She shall have charge of the preparation of the Directory.

She may have charge of maintaining the membership database. |

Section 6. National Organizing Secretary – The National Organizing Secretary shall present all recommendations for appointment of Organizing State Presidents to the National Council for action.

She shall notify the Organizing Presidents of their appointment and send instructions and supplies. She shall have supervision of the organizing of State Societies for which a period of one year shall be allowed.

Upon application by an Organizing President to the National Organizing Secretary, the National Council may grant an extension of time.

She shall receive and verify the report of organization, submit the report to the National Council for consideration and shall notify the organizing state of the action of the Council.

She shall keep a record of the following facts regarding each State Society: date and place of organization; names of organizing members and officers; date of issuance of charter; a complete record of all officers.

She shall present the name of the State Presidents elect and State Vice Presidents elect to the Annual Assembly of the National Society following their election for confirmation.

She shall perform the following duties pertaining to members at large: she shall investigate the proposed applicants, present approved names to the National Council for vote, issue invitations and forward application forms.

She shall sign the completed forms of all prospective members at large before they are examined by the National Registrar. She shall keep a record of all members at large.

Section 7. National Treasurer – The National Treasurer shall collect and have charge of the funds of the National Society and shall deposit them in such bank or banks as may be approved by the Executive Committee.

She shall disburse these funds as directed by the National Council provided that no bill shall be paid until authorized by the National President.

In case of the inability of the National Treasurer to serve, the National President is empowered to sign checks for bills duly authorized.

The accounts of the National Treasurer shall be reviewed by the Audit Committee prior to the Annual Assembly for the first two years of an administration. The third or last year of an administration the books of the National Treasurer shall be audited by an accountant approved by the Audit Committee.

On or before October first, the National Treasurer shall notify the State Treasurers and members at large that dues are payable.

She shall be bonded in such amount as shall be determined by the National Council.

Section 8. National Registrar – The National Registrar shall keep a register of the names and dates of admission of all members of each State Society and of all members at large and shall have custody of all applications for membership, photocopies of which, properly approved, shall be returned to the State Registrars, or, in the case of a member at large, to the member.

The applications of members of a State Society being organized shall be held by the National Registrar until the new State Society has been confirmed when photocopies shall be sent to the State Registrar.

The National Registrar shall examine all applications for membership, approve the applications of those found eligible and assign national and state numbers.

If the application papers of any applicant cannot be verified, they shall be returned to the State Registrar, or, in the case of a member at large, to the member with a statement pointing out the inadequacies.

She shall send notice of admission of a member to the State Treasurer, the State Registrar, the National Recording Secretary and the National Treasurer

She shall hold the second photocopy of a member's application to be used by the Lineage Book committee.

She shall keep a record of the National Membership to be reported at the annual Assembly each year.

Section 9. National Historian – The National Historian shall have custody of such historical papers as may be directed by the National Council; shall keep a record of historical and commemorative celebrations and all matters of historical importance to the Society; shall encourage and promote research in the history of the American Colonial Period and shall oversee the American History Teacher contest.

Section 10. National Custodian – The National Custodian shall have charge of the flags and banners of the National Society. She shall be custodian of such other property as the National

Council may direct.

ARTICLE VII MEETINGS OF THE NATIONAL SOCIETY

Section 1. The Annual Meeting shall be known as the Annual Assembly of the National Society Daughters of Colonial Wars and shall be held during the month of April; the time and place to be determined by the National Council.

Notice shall be given by the National Recording Secretary, not later than March first of each year.

This meeting shall be for the purpose of receiving reports of Officers, the National Council, State Presidents and committees; for the election of officers and for any other business that may arise.

Section 2. (a) The voting members of the Annual Assembly shall be the Officers, the Honorary National Presidents, the State President, or in her absence the State Vice President, of each State Society, and the delegates, or their alternates, of each State Society.

No member shall be entitled to more than one vote.

A State Society shall be entitled to one delegate for each twenty-five members or fraction thereof whose dues have been received by the National Treasurer on or before February 1.

Delegates and Alternates of the State Societies shall be elected annually and the Credentials Report submitted to the Credentials Committee Chairman and National Treasurer before March 15.

(b) Only a member of a State Society shall be eligible to be a delegate or an alternate to the meetings of the National Society, to hold a National Office or serve on a National Committee.

A member at large may attend the meetings of the National Society but she may not make motions or vote. -

(c) Any member whose dues have not been received by the National Treasurer on or before February 1 shall not be eligible to represent her State Society or to vote at the Annual Assembly.

(d) A State Society may elect one alternate for each voting officer or delegate. If the elected delegates or alternates are unable to represent the State Society, the State President is authorized to appoint members to act as representatives supplying such appointed representatives with a statement to that effect for registering at the Annual Assembly.

Section 3. Twenty-five voting members shall constitute a quorum at the Annual Assembly.

Section 4. National Officers, State Presidents, delegates, alternates and members shall pay a registration fee when registering for the Annual Assembly. The amount of the registration fee shall be determined by the National Council.

Section 5. Special Meetings

Section 5. Special meetings of the National Society shall be called by the National President when directed to do so by a majority vote of the National Council, at the written request of ten members or the written request of at least eight State Societies. This special meeting may be done electronically.

Not less than fifteen days notice of a special meeting shall be given and only that business specified in the call may be transacted.

The voting members of any special meeting shall be the voting members of the preceding Annual Assembly.

Fifteen voting members shall constitute a quorum at any special meeting of the National Society.

**ARTICLE VIII
NATIONAL COUNCIL**

Section 1. The National Officers, Honorary National Presidents, and State President, or in her absence the State Vice President, shall constitute the National Council.

Section 2. The officers of the National Society shall be the officers of the National Council.

Section 3. The National Council shall have power and authority over the affairs of the National Society during the interim between the meetings of the National Society except that of modifying any action taken at an Annual Assembly or any other meetings of the National Society, provided that no debt or liability except for current expenses shall be incurred by the National Council. It shall be the custodian of all real and personal property of the National Society.

It shall perform such other duties as are prescribed by these bylaws and by Annual Assemblies.

Section 4. The National Council may make reports and recommendations to the Annual Assembly.

Section 5. Meetings of the National Council shall be held at the call of the National President, one shall be in April preceding the Annual Assembly.

Other meetings may be conducted by electronic means.

Section 6. Special meetings.

Special meetings may be called by the National President and shall be called at the written request of ten members of the National Council.

Special meetings may be conducted by electronic means.

At least ten days notice of time and place shall be given and the business to be transacted shall be stated in the call.

Section 7. Eight members of the National Council shall constitute a quorum for a regular or special meeting.

ARTICLE IX EXECUTIVE COMMITTEE

Section 1. The officers of the National Society shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of the Society between its business meetings, make recommendations to the National Council and perform such other duties as are specified in these bylaws.

Section 3. The Executive Committee shall meet at the call of the National President or at the written request of four members.

Section 4. Meetings of the Executive Committee may be held electronically.

Section 5. At least ten days notice of such meetings shall be given.

Section 6. Four members shall constitute a quorum.

Section 7. All banks in which monies of the National Society may be deposited shall first be approved by the Executive Committee.

Section 8. The Executive Committee shall serve as the Board of Trustees of the Society.

ARTICLE X FEES AND DUES

Section 1. The fiscal year of the National Society shall be March first to the last day of February.

Section 2. The application fee for membership in the National Society shall be twenty dollars (\$20.00).

Section 3. Annual dues.

- a. The annual national dues of members of State Societies shall be twenty dollars (\$20.00). A State Society may by its own bylaws provide for an additional application fee and for dues for its own use.
- b. The annual national dues of a member at large shall be thirty dollars (\$30.00) payable in advance to the National Treasurer on or before the first day of January.
- c. The dues of a person admitted or reinstated on or after October first shall be applied to the next succeeding fiscal year.
- d. Annual national dues shall be payable in advance by the State Treasurer to the National Treasurer on or before the first day of January.

Section 4. It shall be the duty of the State Treasurer to notify each member in arrears on June first in an effort to restore her good standing. Those whose dues are not received and forwarded to reach the National Treasurer by October first shall be automatically dropped from membership in the National Society.

Section 5. Members at large in arrears for dues shall be dropped in the same manner as members of State Societies except that they shall be notified by the National Treasurer.

Section 6. A person dropped from membership for nonpayment of dues may be reinstated by a two-thirds vote of the State Council upon payment of a fee two times the current national and state dues plus a reinstatement fee of ten dollars.

Section 7. A member having resigned from membership may upon payment of the annual dues be admitted to membership by a two-thirds vote of the State Council.

Section 8. A member whose membership lapses through the disbandment of a State Society may be reinstated by the National Council in the same manner as prescribed for the admission of a member at large with the exception that no application fee be required.

Section 9. A fee of twenty dollars (\$20.00) shall accompany each supplemental application, three dollars (\$3.00) of which shall be retained by the State Society.

ARTICLE XI COMMITTEES

Section 1. After the election of officers, the National President shall appoint the following

Standing Committees: Auditing, Finance, Credentials.

Section 2. The National President may appoint such other committees as necessary.

Section 3. The duties of the committees shall be such as the National Council shall prescribe.

ARTICLE XII STATE SOCIETIES

Section 1. Each state and the District of Columbia may have one State Society of the National Society.

Section 2. State Societies

- a. Each State Society is required to adopt bylaws for the transaction of business providing they do not conflict with the National Bylaws and shall send to the National Organizing Secretary a copy of its bylaws.
- b. The State Bylaws shall prescribe dates for collection of dues sufficiently in advance to meet the requirements of payment to the National Treasurer on or before January first.
- c. Each State Society shall hold at least three regular meetings a year one of which shall be the annual meeting.
 - a. The annual meeting shall be for the election of delegates and alternates to the Annual Assembly, for receiving reports of officers and committees and for such other business as may arise.
 - b. Whenever possible the annual meeting of the State Society should be held prior to March 15.
- d. Each State Society shall elect the following officers: A President, a Vice President, a Chaplain, a Recording Secretary, a Treasurer, a Registrar, a Historian; and such other officers and such Councillors as the Society may deem necessary.
- e. At the Annual Meeting held in the same year as the triennial election of the National Society, the officers of the State Society shall be elected.
 - a. The State Recording Secretary shall send a list of names and addresses of officers and dates of election to the National Recording Secretary before March thirty-first.
 - b. They shall take office at the close of the Annual Assembly of the National Society at which the State President and the State Vice President are confirmed.
 - c. No member shall be eligible to any office until she has been a member of the National Society for one year except those elected to office in a newly organized State Society.

Section 3. Transfers

- a. All transfers must be obtained by writing to the National Registrar
- b. No member is entitled to more than one transfer in a year.
- c. Before a member of one State Society may be invited to transfer to another, her name

- must be proposed and considered exactly like a new member.
- d. If action by the State Membership Committee and the State Council is favorable, she receives a written invitation from the State President to transfer her membership into the State Society.
 - e. When a member of a State Society has accepted a written invitation of membership from the State President, the State Registrar of the receiving State shall write to the National Registrar to request a transfer be sent to the State Registrar of the giving State Society.
 - f. When the transfer has been signed by three appropriate officers of the giving State Society, i.e., the State President, the State Treasurer and the State Registrar, the State Registrar of the giving State shall send the transfer to the State Registrar of the receiving State.
 - g. When the State Registrar of the receiving State receives the completed transfer, she shall notify the National Registrar who then shall correct the National Registrar's files and assign a new State Number to the member who has transferred.
 - h. When a member transfers to another State Society she shall present a copy of her application papers to the State Registrar of the receiving State Society.
 - i. State Societies shall not be required to vote to grant transfers. Transfers shall be granted immediately upon request. Transfers must not be granted to members in arrears. If an applicant for a transfer becomes in arrears for dues, the transfer cannot be completed until both National and State dues are paid.
 - j. A member of a State Society is entitled to the rights and privileges of membership only in that one State Society and in the National Society. Her residence in any other locality does not entitle her to attend meetings of another State Society without an invitation.
 - k. A member at large in good standing upon written invitation from the State President to become a member of a State Society shall be entitled to a transfer from the National Society which shall be issued by the National Registrar.

Section 4. Associate Members

State Societies may elect associate members but persons so elected must be members in good standing in the National Society. Such associate members shall not be counted in any membership representation nor shall they have a right to vote or hold office.

Section 5. – Organizing or Reorganizing a State Society

- a. Where no State Society exists the National Council, may upon recommendation of the National Organizing Secretary, appoint a member to be the Organizing President.-
- b. Immediately upon the confirmation of an Organizing President she shall be transferred to member at large by the National Organizing Secretary.
- c. The office of Organizing President shall expire by limitation at the end of one year but she may be reappointed upon the request of the National Organizing Secretary.
- d. The Organizing President may call a preliminary meeting of five or more prospective members for the purpose of appointing a Secretary, a Treasurer and a Registrar to serve during the period of organization.

- e. When the Organizing President has secured at least ten persons who desire to form a State Society, at least five of whom are residents of the state, and whose papers have been approved by the National Registrar, she shall forward their names and addresses to the National Organizing Secretary. When persons already members of the Society are included their transfers shall have been completed.
- f. A member of an existing State Society who wishes to become an organizing member of a State Society must be transferred to member at large prior to the organization of the new State Society.
- g. When the required number of members to form a State Society has been secured, the Organizing President shall hold an Organizational Meeting to adopt bylaws which may not conflict with the bylaws of the National Society; elect officers; and transact other necessary business.
- h. Before a State Society can be confirmed by the Annual Assembly and thus recognized as a State Society, a report of the organization meeting shall have been sent to and verified by the National Organizing Secretary. This report shall contain date of the organization meeting, the names and signatures of the organizing members and of the officers elected.
- i. At the next Annual Assembly of the National Society, the National Organizing Secretary shall present the name of the State Society for confirmation.
- j. State Societies thus formed may elect delegates to the Annual Assembly subject to its confirmation.
- k. Upon the confirmation of a State Society, the National Registrar shall send to the National Treasurer and the National Organizing Secretary a list of the names, with national and state numbers of the organizing members and shall indicate any transfers made in its formation.

Section 6. Disbandment of a State Society

- a. Notice of the intention of a State Society to disband must be sent to the National President and National Organizing Secretary six months before the vote is taken.
- b. A special meeting of the State shall be called after giving notice and the National President or her representative may attend the meeting.
- c. Two-thirds vote by ballot of the entire membership is required. The vote of members living at a distance may be taken by mail electronic means.
- d. A report of the vote to disband, bearing the signatures the State President and State Recording Secretary, shall be forwarded to the National Organizing Secretary and presented to the National Council for action at its next regular meeting.
- e. No part of the property of the state organization or any of the proceeds shall be distributed to or inure to the benefit of any of the officers or member of the state organization or any other organization.
- f. Upon the dissolution of the state organization, assets shall be distributed by the Executive Committee to and only to the National Society Daughters of Colonial Wars.

Section 7. Automatic Disbandment of a State Society

- a. A State Society whose membership falls below ten members shall be given one year to increase its membership to the required number.
- b. If the required number is not attained within one year, such State Society shall be disbanded by the National Council and its membership transferred to member at large.
- c. Notice of transfer to member at large shall be sent by the National Organizing Secretary to each member.
- d. No part of the property of the state organization or any of the proceeds shall be distributed to or inure to the benefit of any of the officers or members of the state organization.
- e. Upon the dissolution of the state organization, assets shall be distributed by the Executive Committee to and only to the National Society Daughters of Colonial Wars.

ARTICLE XIII INSIGNIA

Section 1. The official insignia of the National Society shall consist of a round disk with a gold laurel wreath forming the outer edge. In the center shall be superimposed the ensign of Great Britain enameled in red, white and blue, which was the official flag of the English Colonies after 1707. Encircling the ensign and entwined in the laurel wreath shall be a ribbon of gold bearing the name SOCIETY OF DAUGHTERS OF COLONIAL WARS. Above this insignia shall be a Tudor Rose in gold with five petals upon five petals.

The ribbon from which the insignia shall be suspended shall be one and seven-sixteenths inches in width; the center strip of white shall be three quarters of an inch in width with successive stripes of red, white and blue on each side.

Section 2. The insignia shall be worn upon the left breast and only at functions of the Society when representing the organization or attending ceremonial occasions.

Section 3. The official recognition pin shall be a gold Tudor Rose in bold relief encircled by a band of red enamel bearing in gold lettering the words DAUGHTERS OF COLONIAL WARS. The recognition pin may be worn for informal occasions.

Section 4. A miniature of the official insignia may be worn upon any occasion.

Section 5. The insignia, recognition pin, miniature insignia and ancestor bars shall be issued only by permit from the National Registrar.

Section 6. Only official approved ancestor bars and pins may be worn with the insignia on the official ribbon.

Section 7. The National Society may authorize official pins as the need arises.

Section 8. Official sash ribbon for National Officers, Honorary National Officers, past National Officers, State Presidents and past State Presidents shall be worn only as authorized by the National Society.

ARTICLE XIV

SEAL

The seal of the National Society shall be in the form of a circle containing in the center the insignia of the Society as described in these bylaws and around the circumference the words "Incorporated under the laws of New Jersey 1935."

ARTICLE XV

ACTION IN CASE OF DISSOLUTION

Should the National Society Daughters of Colonial Wars, Inc., ever be dissolved, all just debts having been paid, its assets shall be distributed for one or more of its exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future tax code.

No part of the assets of the National Society Daughters of Colonial Wars, Inc. shall inure to the benefit of or be distributed to its members, trustees, officers or other private persons, but to such purposes or to such 501 (c)(3) organization or organizations which are organized and operated for one or more of the purposes and objects of the National Society Daughters of Colonial Wars, Inc. Failing such distribution, assets shall be distributed to the Federal Government for a public purpose.

ARTICLE XVI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Society in all cases in which they are not inconsistent with the bylaws of the National Society.

ARTICLE XVII

AMENDMENTS TO THE BYLAWS

Section 1. These bylaws may be amended by a two-thirds vote at an Annual Assembly provided that the amendments has been proposed by the National Council or by a committee authorized by the Annual Assembly; and provided that a copy of the proposed amendments have been sent to the National Officers, Honorary National Presidents, and State Presidents at least sixty days before the meeting at which action is to be taken.

Section 2. Unless otherwise provided prior to its adoption or in the motion to adopt, an amendment to these bylaws shall take effect at the close of the meeting at which it is adopted.

Section 3. Any amendment of the bylaws of the National Society shall become the law of the State Societies without further notice.

HANDBOOK
of the
NATIONAL SOCIETY
DAUGHTERS OF COLONIAL WARS, INC.

Sixth Edition

2012

NATIONAL SOCIETY DAUGHTERS OF COLONIAL WARS, INCORPORATED

THE DUTIES OF THE CORPORATION

A. Duties required by laws of the State of New Jersey

The duties of our corporation stem from three primary sources: our Articles of Incorporation in the State of New Jersey; those contained in our own Bylaws; and those imposed by the Internal Revenue laws. Under our Bylaws, the National President is the Chief Executive Officer and has general supervision over the affairs of the National Society. The office, usually in the residence of the National President, is the principal place of business because of the duties placed on the National President by the Bylaws (in the absence of a corporate office).

The National President and the other elected National Officers are the officers of the National Council and constitute the Board of Trustees of the National Society. As such, they are charged with carrying out the objects for which the Corporation was formed and as stated in Article II of the Bylaws.

As a New Jersey nonprofit corporation, the National Society must file an Annual Report with the Treasurer, State of New Jersey, Division of Revenue, Trenton, NJ and pay the Annual Report Filing Fee. This report must be electronically filed in November of each year by the National Treasurer.

The National Society must also have a "resident agent for service of process" within the State of New Jersey, for which the Society pays a fee. It is NOT paid to the State of New Jersey. The resident representation service is provided by The Corporation Service Company. It is the responsibility of the outgoing National President to notify CSC of the change in officers.

The Annual Report Form for the Society is "served" upon the registered resident agent. The form can only be sent to the registered resident agent who in turn forwards the Annual Report Form to the Society. Should the report form not be received in a timely fashion, either the National President or the National Treasurer must make an immediate inquiry to the Corporation Service Company. It is the responsibility of the Corporation Service Company to solve the problem, and comply with their contract with the Society.

As the office of the National President is the principal place of business of the Corporation, the State in which that office is located may require that an Annual Report be filed in that State. This must be verified each time by the incoming National President.

Although the National President is the Chief Executive Officer of the Corporation, it should be kept in mind that all trustees, as defined above, have a legal duty under the laws of New Jersey to see that all duties required of the Corporation are performed. Sec. 15A:6-12 (Statutes of NJ,

Nonprofit Corporations) provides for the liability of the Trustees for the wrongful distribution of assets. Sec. 15A:3-3 provides that contributions by a corporation must be in accord with "its Certificate of Incorporation or bylaws, and subject to the purposes specified in its Certificate of Incorporation." The intent of this is made clear by the New Jersey Nonprofit Law Revision Committee that caused the following quoted part to be added to the Statutes of NJ in 1983: "The phrase subject to the purposes specified in its Certificate of Incorporation has been inserted ... to assure that by grants or gifts a nonprofit corporation cannot expand the purpose for which it is organized."

B. Duties required by the Internal Revenue Code (Title 26, D.S.C.) and by the Regulations issued there under

The National Society files either a 990 or a 990EZ income tax form. The determination of which form is filed depends on the regulations set forth by the IRS in any given year.

The due date for the return of IRS Form 990 is July 15 of each year, except when an extension has been granted. The Society's fiscal year is from March 1 through the last day of February.

At the end of the last fiscal year (or the third year) in the term of the officers of the National Society, the return should be filed prior to the end of the term (between March 1 and the April Annual Assembly, if at all possible). It is the report of the outgoing administration's activities and should not be left for the incoming administration.

INSURANCE

A. Archival and other papers

The Society carries a multiflex insurance policy to insure: 1. The National Society's valuable papers at the Virginia Historical Society, Richmond, VA, valued at \$25,000. 2. Papers away from those premises, valued at \$5,000. There is a deductible of \$250 per occurrence. The policy is with The Hartford Insurance Company.

B. Bond for the National Treasurer

The National Society provides for the bonding of the National Treasurer in an amount determined by the National Council. Arrangements for bonding of the National Treasurer should be made as soon as possible following her election.

CALENDAR FOR CORPORATE DUTIES

Fiscal Year – March 1– last day of February

February – Payment for Resident Agent in New Jersey

April – Payment for Multiflex Insurance

July 15 – Last date to file 990 Form (IRS)

November – Annual Report due with fee to State of New Jersey

NATIONAL OFFICERS

The National Officers of the National Society are: National President, National First Vice President, National Second Vice President, National Chaplain, National Recording Secretary, National Corresponding Secretary, National Organizing Secretary, National Treasurer, National Registrar, National Historian, and National Custodian. All are elected at the Annual Assembly for a term of three years. These National Officers form the Executive Committee.

Correspondence to each officer should be directed to her home address. The names and addresses are listed in the Directory, which is published every three years to coincide with the term of the elected National Officers. It is recommended that the names and addresses of the National Officers be printed in the Directory of each State Society.

National President:

The National President is the Chief Executive Officer of the National Society. She presides at all meetings of the National Society (the Annual Assembly, the National Council, and the Executive Committee). She exercises general supervision of the activities and welfare of the Society. She makes and signs all contracts. She signs all requisitions for payment after bills have been verified. She appoints all National Committees except the Nominating Committee. She is an ex officio member of all committees with the exception of the Nominating Committee. She has full voting rights in all committees of which she is an ex officio member.

The National President has the authority to call a special meeting of the National Society, the National Council, or the Executive Committee. She is responsible for the arrangements for meetings of the National Council and Annual Assembly.

The National President should, upon receipt of a written invitation from a State President, visit each State Society during her term of office. Letters may be issued periodically by the National President to the National Officers and State Presidents giving information and keeping them informed between the regular meetings of the National Council.

The home of the National President is the headquarters of the National Society. The National President is the representative of the National Society Daughters of Colonial Wars in its relationship with other societies, organizations and the public. She is the spokesperson for the National Society.

National Vice Presidents:

The National First Vice President is next in rank to the National President. In the event of the resignation, incapacity, or death of the National President, the First Vice President shall assume the office of the National President. The National First Vice President should have firsthand knowledge of the current workings of the National Society in order that she may be prepared to

assume the office of National President should the need arise. Traditionally, the National First Vice President is appointed Chairman of the Finance Committee. The National First Vice President should be the first to be called upon to represent the National President at official functions of the Society when the National President cannot be present.

In the absence or disability of the National President and the National First Vice President, the National Second Vice President is responsible for performing the duties of the office of National President.

Other duties of the National Vice Presidents will be those delegated to them by the National President or the National Council. A National Vice President may be chairman of a committee.

National Chaplain:

The National Chaplain opens the Annual Assembly with the reading of Scripture and prayer. She opens the meetings of the National Council and the Executive Committee with prayer. The National Chaplain plans and conducts the Memorial Service which is held in conjunction with the Annual Assembly in April of each year. She conducts such other religious services as occasion may require.

Before March 15 of each year, the National Chaplain submits to the National Program Chairman the names of all deceased members to be printed in the Memorial Program. This includes a list of each deceased National Officer, the National Offices held and the respective dates; the names of each State President, the state served and the term of office.

Prior to the Annual Assembly, the National Chaplain selects an Honorary National President to give tribute to deceased National Officers during the Memorial Service. She also selects a present National Officer to give tribute to deceased State Presidents.

Completed necrology forms are to be sent to the National Chaplain. Blank forms are available from the National Chaplain, on the NSDCW website and in the *Tudor Rose Councillor*.

The Daughters of Colonial Wars Ritual contains suggested prayers for opening meetings, memorials, installation of officers, welcome to new members and other helpful information.

National Recording Secretary:

The National Recording Secretary keeps a record of the proceedings of the Annual Assembly, the National Council, and the Executive Committee. She notifies National Officers of their election. She has charge of the Seal of the National Society.

After membership certificates are lettered and signed by the National President and the National Registrar, the certificates are mailed to the National Recording Secretary. She signs

the certificates and affixes the Seal of the National Society. The National Recording Secretary mails the certificates to the new members with a letter of welcome from the National President.

After the proceedings of the Annual Assembly and of the National Council meetings are approved by the National President and two readers, they are bound. The proceedings of the Executive Committee, require approval of the National President and two readers, but are not bound and are sent to the members of the Executive Committee only. The National Recording Secretary prepares and sends the proceedings of the National Council and the Annual Assembly to the National Officers, Honorary National Presidents, State Presidents, National Chairmen and such others as the Council directs. The National Recording Secretary shall prepare and send these proceedings within 120 days from the time of each meeting. Three copies of the proceedings should be sent to the National President. The National President retains a copy for the President's file, a personal copy, and a copy for the Virginia Historical Society to be stored with the Society's other records.

National Corresponding Secretary

The National Corresponding Secretary is responsible for compiling the Directory and for such correspondence and notices as the National President, National Council and Executive Committee direct.

The Directory is compiled by the Corresponding Secretary and prepared for printing as soon as possible during the first year of a new administration. It contains the names and addresses of National Officers, Honorary National Presidents, National Chairmen and Vice Chairmen of all National, Special and Administrative Committees, the Officers of each of the State Societies and such other information as the National President may direct.

The file of all National and past National Officers, State Officers and the National Chairmen and Vice Chairmen is maintained by this officer; and any changes or corrections will be compiled and sent by her as supplemental information to the Directory.

In advance of the election of Officers for the State Societies every third year, the National Corresponding Secretary should supply each State Recording Secretary with blank forms to be completed and returned to her before April 1. The completed form, with full names and addresses of all newly elected State Officers, is returned to the Corresponding Secretary in order that preparations may be made for printing the Directory for the next three years.

National Organizing Secretary

The National Organizing Secretary supervises the organization of State Societies and keeps the official record of information pertaining to each. She considers the eligibility of applicants for member at large and presents approved names to the National Council for vote.

The National Organizing Secretary shall present all recommendations for appointment of Organizing State Presidents to the National Council for action. She shall notify the Organizing Presidents of their appointment. She shall have supervision of the organization of State Societies for the one year period allowed for organization. An Organizing President may apply to the Organizing Secretary for an extension of time, and the extension may be granted by the National Council. The Organizing Secretary shall receive and verify the report of organization, submit it to the National Council for consideration and shall notify the organizing State President of the action of the National Council.

The National Organizing Secretary shall keep the official record of the following information regarding each State Society: date and place of organization; names of organizing members and officers; complete record of all officers. She shall present the names of the State President elect and State Vice President elect of any newly organized State Society to the Annual Assembly for confirmation after their election.

In the event that a State Society is disbanded by the National Council, the membership of that State is transferred to at-large status and no action by the National Organizing Secretary is necessary. However, notice of transfer to member at large shall be sent by the National Organizing Secretary to each member.

Members at Large

To be admitted to member at large, a proposed member must be a resident of a state in which there is no existing State Society. Any change of residence by a member at large subsequent to her admission shall not affect her membership in the National Society.

The name of a proposed member at large, accompanied by letters of recommendation from at least two members of the National Society to whom the applicant is personally known, shall be sent to the National Organizing Secretary. The National Organizing Secretary shall report on the eligibility of the applicant to the National Council which shall vote by ballot on the question of admission. A two-thirds vote shall be required to elect to member at large.

The National Organizing Secretary shall issue an invitation to the applicant. If a favorable reply is received within three months, she shall forward an application form and instructions. The completed application form, signed by the applicant, and the two members of the National Society who recommended her, accompanied by proofs of eligibility, application fee and annual dues for a member at large shall be sent within one year to the National Organizing Secretary for her signature.

The National Organizing Secretary shall forward the papers and proofs of eligibility to the National Registrar for verification and the check to the National Treasurer. Upon approval, notice of acceptance shall be sent to the applicant by the National Registrar

Organization of State Societies:

The National Council, may upon recommendation of the National Organizing Secretary, appoint a member to be the Organizing President in a state in which there is no existing society. Immediately upon confirmation, the National Organizing Secretary requests the National Registrar to transfer the member to member at large

The office of Organizing President shall expire by limitation at the end of one year. However, she may be reappointed upon the request of the National Organizing Secretary.

All papers for an Organizing State Society are submitted to the National Organizing Secretary, who reviews and signs the application papers. After signing the papers the National Organizing Secretary sends the application papers and proofs of eligibility to the National Registrar and sends the check(s) to the National Treasurer.

Before a State Society can be confirmed by the Annual Assembly and thus recognized as a State Society, a report of the organization meeting shall have been sent to and verified by the National Organizing Secretary. This report shall contain date of the organization meeting, the names and signatures of the organizing members and of the officers elected.

At the next Annual Assembly of the National Society, the National Organizing Secretary shall present the name of the State Society for confirmation.

Disbanding a State Society:

Notice of the intention of a State Society to disband must be sent to the National President and National Organizing Secretary six months before the vote is taken. After giving notice a special meeting of the State shall be called and the National President or her representative may attend the meeting. A two-thirds vote, by ballot, of the entire membership is required for disbandment. The vote may be taken by mail or electronic means. A report of the vote to disband, bearing the signatures the State President and State Recording Secretary, is sent to the National Organizing Secretary and presented to the National Council for action at its next regular meeting.

Upon the dissolution of a state organization, assets shall be distributed by the State Executive Committee **to and only to** the National Society Daughters of Colonial Wars.

Automatic Disbandment of a State Society

A State Society whose membership falls below ten members has one year to increase its membership to the required number. If this number is not attained, the State Society will be automatically disbanded by the National Council and the members transferred to member at

large. The National Organizing Secretary notifies each member of the change in membership status.

Incorporation of State Societies:

Permission of the National Council is not required for a State Society to incorporate in order to own property. It is only necessary to comply with the State laws of incorporation. When a State Society is incorporated, the State President should notify the National Organizing Secretary, who then makes the report to the National Council.

National Treasurer

The National Treasurer collects and has charge of the funds of the National Society which she shall deposit in a bank or banks taking care that no funds shall be put at risk. She disburses funds as directed by the National Council; however, no bill is paid until authorized by the National President. If the National Treasurer is unable to serve, the National President is empowered to sign checks for bills duly authorized.

The fiscal year of the National Society shall be March 1 through the last day of February. The accounts of the National Treasurer shall be reviewed by the Audit Committee prior to the Annual Assembly for the first two years of an Administration. The third or last year of an administration, the Treasurer's books shall be audited by an accountant approved by the Audit Committee.

The National Treasurer shall notify the State Treasurers and the members at large when dues are payable, at least three months in advance of the due date of January 1.

The National Treasurer is responsible for the filing of all e-cards required by the Internal Revenue Service

The National Treasurer shall be bonded in an amount determined by the National Council.

All changes in membership shall be reported immediately to the National President, the National Treasurer and the National Registrar.

Money for special funds and contributions to further the objects of the Society should be sent to the National Treasurer clearly designating the fund to which the money shall be credited. If such funds are for a 501(c)(3) organization not listed on the National Society Daughters of Colonial Wars Treasurer's reporting sheet, and the contribution is in furtherance of the Objects of the Society, the National Treasurer shall remit such funds to the designated organization with a letter of transmittal. Such letter shall include the name and address of a contact within the donating State Society.

All checks sent to the National Society for whatever purpose should be made payable to the National Treasurer, NSDCW.

Dues:

The annual National dues of members of State Societies are payable in advance on or before January 1 of each year. Each State Treasurer shall send to the National Treasurer an alphabetical list of the names of members whose dues are being paid. Dues should not be sent without this list!

The annual National dues of members-at-large are payable to the National Treasurer on or before January 1 of each year. National dues of an Associate member of any society are paid by the State in which the active membership is held.

Reinstatements:

A person dropped from membership for nonpayment of dues may be reinstated by a two-thirds vote of the State Council upon payment of two times the current State and National dues plus a reinstatement fee of ten dollars.

Resignations:

A member having resigned from membership in good standing may upon payment of the annual dues for the current year be readmitted to membership by a two-thirds vote of the State Council.

Calendar for Membership Dues:

January 1 - Annual National dues for each member shall be mailed in time to be received by the National Treasurer on or before January 1. An alphabetical list of those members whose dues are being paid must accompany the State Society's check.

January 1 - Annual dues of members at large must be received by the National Treasurer on or before January 1.

February 1 - Last date for the National Treasurer to receive dues that can be counted in establishing State representation at Annual Assembly.

Last day of February - The end of the fiscal year. No funds or contributions received after this date will be reported at the Annual Assembly.

June 1 - Members in arrears on June 1 will be notified by the State Treasurers. If dues are not received and forwarded to reach the National Treasurer by October 1, the member in arrears

will be dropped from membership.

October 1 - All members whose dues have not been received for the current year by the National Treasurer on or before October 1 will automatically be dropped from membership.

October 1 - Dues of a member admitted or reinstated after October 1 will be applied to the next succeeding fiscal year.

December 31 - Close of year for membership dues. Dues must reach the National Treasurer on or before January 1.

National Registrar:

The National Registrar shall verify the applications of all members, shall assign National numbers and State numbers, shall maintain the Master list of members, shall maintain a file of ancestors with service and shall maintain a file of all inactive members. She shall prepare all applications and documentation for permanent storage.

The National Registrar shall send notice of admission to the new member. The notice shall include her National number and State number. Notice of admission and assignment of National number and State number is also sent to the State Registrar who notifies the State Treasurer and the State President.

If the National Registrar cannot verify the application papers of an applicant, she shall notify the prospective member and the State Registrar of the lack of proof. When requesting additional information the National Registrar should make suggestions as to possible source materials whenever possible. If there is no further action on the part of the applicant for a period of one year, the National Registrar will return the application and all documentation to the applicant and notify the State Registrar of the return. The National Registrar will also notify the State Treasurer and the National Treasurer. In such case the application fee is retained. However, dues paid in advance are returned by the National Treasurer to the State Treasurer and by the State Treasurer to the applicant.

The National Registrar maintains a "Master List" in numerical sequence by national number of members as they are admitted. This list contains all information needed for preparation of the membership certificate as well as the address for mailing. The list accompanies the certificates, in order that they may be hand-lettered. The membership certificates are signed by the National Registrar, the National President, and by the National Recording Secretary who signs the certificates last. The National Recording Secretary retains a copy of the "Master List" for reference in the event of error.

She maintains a card file of "ancestors with service." Each ancestor card lists all who have joined or have had a supplemental application approved with this ancestor. This file is

alphabetical by name of the ancestor.

She maintains a card file of all active members filed by state with a card for each active member in alphabetical order.

She maintains a card file for all inactive and/or deceased members, with notations of date deceased or date of resignation, etc. Another file is maintained for members at large.

At the end of her three-year term of office, the National Registrar prepares all approved applications and supplemental, including supporting documentation, for digitizing and permanent storage. Each application and supporting documentation is placed in a legal file folder and is labeled only by National Number. The files are sent for digitizing and then sent on to the Virginia Historical Society for permanent storage.

Three copies of the digitized records are made. One copy is retained for the National Registrar's file, one copy is sent to the Virginia Historical Society and one copy is retained for the National President's files.

Supplemental Applications:

Supplemental applications must adhere to the same rigorous standards as original applications. Supplemental applications are submitted on the same forms as original applications. A supplemental application must bear the National Number of the member. Supplemental application papers are to be signed by the State Registrar. No action by the State Society is necessary.

A check in the amount of seventeen dollars shall accompany the supplemental application. In the event that the supplemental application cannot be verified, the supplement fee is not refundable. Supplemental fees are not transferable from the record of one ancestor to another.

Transfers

No member is entitled to more than one transfer in a year.

Before a member of one State Society may be invited to transfer to another State Society, her name must be proposed and considered by the State Membership Committee as for a new member. Upon favorable action by the State Membership Committee, the State President sends a written invitation to the member to transfer her membership into the State Society. When the member has accepted the written invitation, the State Registrar of the receiving State notifies the National Registrar to request a transfer. The National Registrar requests from the National Treasurer a "member in good standing" report. Once this report is received the National Registrar will then assign a new State number to the member who has transferred and

notify both the giving and receiving State Societies of this action. A copy of the member's application paper should be presented to the State Registrar for her files.

The transfer of a member at large into a State Society must follow the same procedure, except that the transfer is issued by the National Registrar.

Lineage Book

The National Registrar is an ex-officio member of the Lineage Book Committee. A photocopy of each approved application and supplemental paper is submitted to the Lineage Book Chairman.

National Historian:

The National Historian, in cooperation with the State Historians, encourages research of the history of the American Colonial Period between 1607 and 1775. She keeps a record of historical and commemorative celebrations and all matters of historical importance to the Society. She has custody of such historical papers as the National Council directs.

The National Historian reviews requests for the Daughters of Colonial Wars Teacher Award. State Societies may present this award to an individual for: "Outstanding service by the exemplification and encouragement of patriotism and interest in American History and in our American Heritage." Teachers in elementary, secondary, intermediate, high school and college are eligible, as well as leaders of youth organizations, who promote the study of American History. Nomination forms and information for presentation of this award may be obtained from the National Historian or on the NSDCW website.

The National Society offers monetary awards to one State winner, the Division winner and the National winner. The awards are not cumulative. A beautiful, embossed certificate with the tricolor insignia of the Society, lettered by the official calligrapher and signed by the National President and the National Historian, will be provided for one state winner, each division winner and the national winner. Should a State decide to present more than one certificate, additional certificates may be purchased for \$7 each, this does not include lettering (calligraphy) on the certificate.

Members of Daughters of Colonial Wars are not eligible.

Historical Markers:

The official insignia of the National Society on a bronze plaque may be used by the National Society or a State Society to mark a historic event, site, building, trail, etc. Use of such an official marker must be compatible with that objective of the Society which is to commemorate the events of the American Colonial Period (1607 - 1775).

A State Society wishing to place a marker bearing the official insignia shall first request permission from the National President and the National Historian, giving a full explanation of the event, place, or person being commemorated and the proposed inscription. After approval is received, the marker can be ordered directly from the dealer who is authorized by the National Society. At the present time markers are available from: Maryland Memorials, 313 Crain Highway, SE, Glen Burnie, MD 21061-3566.

National Custodian:

The National Custodian shall have charge of the flags and banners of the National Society. She shall be custodian of such other property as the National Council may direct. Among the flags and banners of which she is custodian: 1. The large silk Banner of the Society and the large Flag of the United States of America. 2. The set of two table flags with stand and small carrying case. 3. The State Flags and stands.

The National Custodian is also custodian of the National Society's copy of the approved applications for the Children of Colonial Wars. When a member of the Children of Colonial Wars reaches the age of eighteen, the National Custodian notifies the State Register, through the state of her residence, of her eligibility for invitation to membership in the National Society.

Parliamentarian:

In the best interest of the Society, the National President may appoint a parliamentarian. Such person should preferably be a member of the National Association of Parliamentarians, or be a Registered Parliamentarian, or a Professional Registered Parliamentarian. A nonmember may act in this capacity. A good knowledge of the Society's Bylaws is a requirement.

The rules contained in the most current issue of *Robert's Rules of Order Newly Revised* shall govern the Society in parliamentary procedure provided there is no conflict with the National Bylaws of the National Society.

NATIONAL COMMITTEES

The National President appoints all National Committee Chairmen and Vice Chairmen. The State Presidents appoint State Chairmen to cooperate with National Chairmen and Vice Chairmen. Not every committee lends itself to having Division Vice Chairmen.

The Divisions of the State Societies are as follows:

First Division - Connecticut, Delaware, District of Columbia, Indiana, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, and Vermont.

Second Division - Alaska, Arizona, California, Illinois, Iowa, Kansas, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Washington, and Wisconsin.

Third Division - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Missouri, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia.

Children of Colonial Wars:

The Children of Colonial Wars was organized in 1982 to help ensure the future of the National Society Daughters of Colonial Wars. Female descendants (under eighteen years of age) of members of the National Society Daughters of Colonial Wars are eligible for membership in the Society through an established DCW line.

Application forms are available from the National Committee Chairman. The application with required proof and signatures should be sent with a check in the amount fifteen dollars (\$15) to the National Registrar. Following approval, the National Registrar assigns a national number and records the appropriate information on the Master List for Children of Colonial Wars. The National Registrar makes three photocopies of the approved application, one is sent to the member, one to the National Custodian and one to the National Chairman. The original application is retained in the files of the National Registrar. The newly approved member will receive a Certificate of Children of Colonial Wars membership from the National Chairman.

The National Custodian keeps a file cross referenced by National Number, alphabetical by last name and by the date of birth. When the member reaches the age of eighteen the National Custodian notifies the State Registrar, in the State of the member's residence, that she is eligible for invitation to membership in the National Society. A member of the Children of Colonial Wars joining the National Society pays current National and State dues. The application fee is waived.

Historic Research and Preservation Committee:

This committee recognizes individuals who have made outstanding contributions to historic research and preservation of the American Colonial period. The Committee recognizes restoration of records, outstanding oral, written or pictorial contributions resulting from Colonial research or any preservation of Colonial records

Application forms are available from the National Chairman or on the NSDCW website. Completed forms are submitted to the National Chairman. The National Society offers monetary awards to the National winner, to Divisional winners and to one State winner. The awards are not cumulative.

A beautiful, embossed certificate with the tricolor insignia of the Society, lettered by the official calligrapher and signed by the National President and the National Committee Chairman, will be provided for one state winner, each division winner and the national winner.

The award may not be given to a member of the National Society.

Insignia and Flag Committee:

The National Chairman of this committee approves the purchase of all insignia and service pins of the National Society. To purchase insignia, an order form may be found on the NSDCW website, in the *Tudor Rose Councillor* or obtained from the National Chairman. The completed order form is sent to the National Chairman for her signature. Payment must accompany the order.

This committee urges each State Society to have the Flag of the United States of America and the Banner of the National Society Daughters of Colonial Wars on display at meetings and other appropriate times. Information about purchasing flags and the banner of the Society may be obtained from the National Chairman.

The official insignia of the National Society Daughters of Colonial Wars consists of a round disk with a gold laurel wreath forming the outer edge. In the center, enameled in red, white, and blue, are the combined Crosses of St. George and St. Andrew signifying the union of England and Scotland, after the Tudor reign. Entwined in the laurel wreath is a ribbon of gold bearing the name, Society of Daughters of Colonial Wars. Above is the Tudor Rose in gold, with five petals upon five petals. The ribbon from which the insignia is suspended is one and seven-sixteenths inches in width; the center stripe of white is three-quarters of an inch wide, with successive stripes of red, white and blue on either side.

The insignia should be worn on the left, over the heart. When the official insignia of this Society is worn, no insignia of any Society, other than the Gavel Society, may be worn. The insignia should only be worn at functions of the Society, when representing the organization or attending ceremonial occasions. If flowers are worn, they should be pinned to the right shoulder.

The official recognition pin is a gold Tudor Rose in bold relief, encircled by a band of red enamel bearing in gold lettering the words DAUGHTERS OF COLONIAL WARS. The recognition pin may be worn for informal occasions.

The National Society has adopted a miniature insignia, suitable to be worn with the miniature insignia of other societies, suspended from ribbons attached to a bar made for that purpose. This official miniature emblem may be worn with a one-half inch wide official ribbon.

Only officially approved ancestor bars and service pins may be worn with the insignia on the

official ribbon. The ribbon must not exceed twelve inches in length; a second ribbon may be worn alongside the first ribbon to accommodate all pins. The National Society may authorize official pins as the need may arise.

The following have been authorized by the National Society: Regulation Insignia, Miniature Insignia, Recognition pin, State bar, Ancestor bar, National Officer pin, National Officers Club pin, National Officers Club President and Past President pin, State President pin, Past State President pin, State Officer pin, National Chairman pin, 25-year member pin, and charm.

The National Officers, while in office, wear official pins denoting their respective offices which are the property of the National Society and are passed on to each successive officer when she is installed. The insignia, as well as the State President's pin, may be, if so desired, the property of the State Society and passed on to each successive State President. Should a State Society be dissolved, the State President's pin should be sent to the National Custodian.

Every member is entitled to an ancestor bar engraved with the name of the ancestor on whose record she entered the Society and to as many supplemental bars as she has had approved.

The official tricolor sash may be worn only by National Officers, Past National Officers, State Presidents and Past State Presidents as an indication of their status in the Society.

The insignia is the property of the National Society and may not be used without written permission from the National Society.

Correct sequence for Insignia, Pins and Bars:

State Bar
National Officer
Past National Officer
State President
Past State President
State Officer
National Officers Club
National Officers Club President or Past President
Ancestor Bar
Insignia

Junior Membership Committee:

This Committee encourages young, eligible prospective women to become members and to take an active part in the Society and its purposes.

Lineage Research Committee:

The standards for membership in this Society are rigorous and exact. Applicants must be certain their application papers are well documented before submission. This Committee was formed to assist prospective applicants in their research.

The National Chairman and Vice Chairmen should be knowledgeable in the field of genealogical research, especially in the area of lineage documentation. Insofar as possible, one Vice Chairman should come from each of the three State Divisions.

Membership Committee:

The function of this Committee is to present the purposes and opportunities of membership in this Society and to stimulate the interest of the State Societies in increasing their membership while maintaining quality and purpose in considering prospective members. This committee is responsible for assisting a State Society whose membership decreases to avoid its falling below the required number of members.

National Defense Committee:

This committee encourages all citizens to be strong in their devotion to their country. It encourages active participation in community affairs and encourages education concerning governmental affairs at local, state, and national levels. A well-informed electorate is our nation's best "home" defense.

Patriotic Education Committee:

This committee emphasizes patriotic education both in the schools and community. State Societies are encouraged to practice patriotism in a form that will help the public know of the commitment of the Daughters of Colonial Wars to patriotic education.

There are many ways this may be carried out. With the permission of local schools, visit the school and offer to give a patriotic program. Sponsor and encourage essay contests; sponsor and encourage patriotic publicity; distribute information about the Flag of the United States of America and fly it on all the appropriate days; join with other patriotic organizations for special observances or celebrations; set up displays where possible such as in libraries, court houses, etc.

Public Relations Committee:

Information for the media concerning activities of the National Society is prepared and distributed by the National Public Relations Chairman, after approval by the National President. The National President may wish this committee to send biographical information about the National President to the State Societies in advance of the President's visit to a State.

Resolutions Committee:

This committee offers courtesy resolutions as appropriate at each Annual Assembly. The committee may accept submitted resolutions from State Societies which it deems appropriate for submission to the Annual Assembly. Great care should be taken with resolutions in order to comply with our status as a nonpolitical tax exempt organization. Any resolution, other than courtesy resolutions, should be sent to the National President for approval. Suggestions for resolutions should be sent to the Chairman prior to March 15.

Tudor Rose Councillor, Editor:

The *Tudor Rose Councillor*, published twice a year, is the official publication of the National Society. It is sent to each member of the National Society and is the one regular contact that each member has concerning the work of the Society.

The President's Message, news of the State Societies, messages from National Officers and committee chairmen may be included, as well as news of the Society's activities. In recent years the *Tudor Rose Councillor* has included the minutes of the Semi-Annual Council Meetings and Annual Assembly. Every attempt is made to make the *Tudor Rose Councillor* informative and interesting. Photographs of interest are welcome. Photographs should be of good clear quality. Articles sent to the Editor should reach her by August 1, for the fall issue and by January 1 for the spring issue.

The *Tudor Rose Councillor* is sent at the nonprofit organization rate, and therefore the publication cannot be forwarded. A permit for a nonprofit organization mailing must be obtained from the post office where the mailing takes place.

National Projects:

Jamestown Rediscovery Project

The National Society Daughters of Colonial Wars continues to support the Jamestown Rediscovery Project with an annual monetary donation which is designated for the purchase of a specific item or project recommended by the Finance Committee and approved at Annual Assembly.

The Virginia Historical Society – Archival Records

The National Society makes an annual monetary contribution to the Virginia Historical Society for a specific project recommended by the Finance Committee and approved at Annual Assembly and to the Archives Division where the National Society lineage papers and documents are archived.

Mrs. Richard C. L. Moncure, II, National President 1986 - 1989, searched nationwide for an appropriate depository for our lineage records as well as the official records of the National Society. She and our National Society were pleased to find that the Virginia Historical Society was interested.

Our lineage records are archived and available for researchers at the Virginia Historical Society. Copies of all our Lineage Books are in the research library. Original lineage papers and official records are stored in the climate controlled archives.

Researchers may, also, request information by mail. A DCW National Number is necessary to gain access to documentary information concerning the ancestor with service. The Virginia Historical Society does charge a service fee and a photocopy fee. Please contact the Virginia Historical Society for current fees.

Correspondence should be addressed to: The Virginia Historical Society; P.O. Box 7311, Richmond, Virginia 23221-0311 and marked to the attention of the Research Division.

Earl Gregg Swem Library

The Earl Gregg Swem Library has been the recipient of a monetary donation from the National Society for the purchase or conservation of specific documents. The specific item is recommended by the Finance Committee and approved at Annual Assembly.

Military Academy

Each year the National Society gives an award to a graduating cadet at the United States Military Academy at West Point, New York, who achieves the highest standing in United States History. The Department of History faculty selects the winner. The award is an engraved pitcher, presented by the National President or her selected representative. The expense for the pitcher and the engraving is the contribution of the National Society.

Cathedral of the Pines:

Each year, on May 30, a memorial service is held at the Cathedral of the Pines in Rindge, New Hampshire, for all American war dead. The National Society makes a monetary contribution for the maintenance of the "Cathedral." If at all possible the National President or her representative is present for the service.

Administrative Committees:

Auditing Committee:

The first two years of an administration the books of the National Society are audited,

in house, by members of this committee. The last year of an administration the books are audited by a Certified Public Accountant approved by the audit committee.

Bylaws Committee

The National President may appoint a Bylaws committee to make recommendations to the National Council should the need for amending the National Bylaws arise.

Printing Committee:

The Chairman of this committee supervises printing for the National Society. She obtains three estimates for the work and submits them to the National President for her approval. The printing of stationery, forms, etc., is her responsibility under the direction of the National President.

Supplies Committee:

This Chairman receives and fills orders for supplies which are purchased by members and by State Societies. A listing of supplies may be found in each issue of the *Tudor Rose Councillor* and on the NSDCW Website.

Lineage Book Publication Committee:

This committee works from a copy of the approved applications. The National Registrar sends a corrected copy of the application papers to the Committee Chairman in order that the work may be kept up to date at all times.

The National Society publishes Lineage Books on a regular basis in order to preserve historical records for future researchers. The more recent books are in numerical order by national number which facilitates their use in combination with the digital records in the research library at the Virginia Historical Society. The Lineage Books of the National Society contain genealogical and service information with citations of proof of the ancestor with service. Genealogical information with citations of proof is included for the next two generations in order of descent. Lineage Books beginning with Volume VI are indexed by name of ancestor, name of wife of ancestor (if known), and the name of the member.

The National Registrar is an ex-officio member of the committee.

National President's Itinerary Chairman:

The National President may appoint a Chairman to assist her in arranging her visits to State Societies. However, the National President makes her own travel arrangements. She visits each state upon receipt of an invitation from a State President.

Annual Assembly Committees:

Hospitality Committee

This committee works with the National President to plan and arrange for the Annual Assembly and the Semi-Annual National Council Meetings. This includes the meeting places, meals, reservations, event tickets, decorations, etc.

Marshal:

The Marshal directs the arrangement of the various processions and receiving lines. She also may assist the Hospitality Committee.

Music Chairman:

The Music Chairman assists the National Chaplain with the Memorial Service and arranges for any other music upon request of the National President.

Pages:

The Chairman of Pages or in her absence a Vice Chairman assists the National President and members at the meetings of the National Society. The National President appoints all Pages. State Presidents are asked to submit names of young women who will be able to serve during Annual Assembly. The duties of the Pages include: carrying the flags in processions; taking part in the Memorial Service as requested; assisting the Hospitality Committee when requested; and assisting in other ways as required under the supervision and direction of the Chairman of Pages.

Program Chairman:

The Program Chairman works with the other special Assembly Committees in preparing the printed program booklet containing the order of events, the names of the National and Honorary Officers and such other information as deemed necessary, including the Standing Rules for the Assembly. This chairman may also be asked to assist in providing for entertainment at the Annual Assembly luncheon.

Credentials Committee:

The Chairman of Credentials is assisted by Vice Chairmen. The committee checks proper identification and registration of delegates, alternates and members attending the Annual Assembly, and supplies the appropriate badge for each person registered.

The National Chairman sends Credential Blanks and instructions to each State President in February. Delegates and alternates must be elected annually by their State Societies. The State Recording Secretary shall send a list of the delegates and alternates with the date of their election to the National Chairman of Credentials and to the National Treasurer before March 15.

Each State Society is entitled to representation by the State President, or in her absence the State Vice President, and one delegate for every twenty-five [25] members or fraction thereof whose dues have been received by the National Treasurer by February 1.

Alternates are elected to fill any vacancy, whether it is created through the absence of the State President or any delegate; therefore no specific alternate is elected for a particular delegate. Delegates and alternates must be members in good standing of their State Society and of the National Society. The National Treasurer must verify the credentials list submitted by each State Society in order to certify the good standing of a member as of February 1.

If the elected delegates or alternates are unable to represent the State Society, the State President (only) is authorized to appoint members to act as representatives and to supply such appointed representatives with a statement to that effect for registration with the Chairman of Credentials at the Annual Assembly.

National Officers and Honorary National Presidents are entitled to vote. National Officers, Honorary National Presidents, State Presidents, delegates, alternates and members shall pay a registration fee when registering for Annual Assembly. The amount of the registration fee shall be determined by the National Council.

Endowment Fund:

The National Endowment Fund was established by the April 1974 Annual Assembly. This fund is supported by contributions which are deposited in a special interest-bearing account administered by the National Treasurer.

This fund is restricted. Only the interest is available for use for awards offered by the National Society or for other special projects approved by the National Council. The interest must reach a minimum of \$2,000 before any use can be made.

OFFICIAL PROCEDURE FOR DCW FUNCTIONS:

The following arrangements for receiving lines, processions and seating are the correct procedure for all official DCW occasions:

The National President is the highest ranking official of the organization and should be given the place of honor at all times. Members should rise when the National President is presented

and when the National Officers enter in procession.

The State President is the highest ranking officer in her own State. Members rise when the State President is presented and also when the processional enters. If the Governor of the State is present, members should rise when he is presented.

Receiving Lines at functions of a State Society

State President

National President or her official representative

Governor of State or Mayor of City

Speaker of the day

Honorary National Presidents

Active National Officers

Visiting National Officers in order of official listing

Honorary State Presidents in order of seniority

Visiting State Presidents in order of organization date for their Societies

Past National Officers

National Chairmen

Active State Officers in order of official listing

Active State Presidents of other societies and other guests

Processionals:

In processionals the order given above is reversed. The flags (Flag of the United States of America to the right of the State flag and the Daughters of Colonial Wars banner) carried by the Pages lead the processional. In National Society processionals the National President is last; in State Society processionals the State President is last.

Seating:

At National Society luncheons and banquets the same order of precedence given above is used for the seating. The National President, as hostess, occupies the place at the center of the head table. If Honorary National Presidents are present, they are placed at her right and left according to seniority; the other Officers following in order of rank. The only exception is that a distinguished speaker sits next to the National President; a high-ranking official of the United States Government should be given the place of honor on the right of the National President.

GENERAL INFORMATION:

Banner

The Society Banner consists of a white center stripe with red, white and blue vertical bars at its

hoist and fly ends. On the center white bar appears the insignia of the Society in gold leaf and proper colors, (red, white and blue) with lettering above inscribed "National Society" and beneath "Daughters of Colonial Wars", all lettering in gold leaf.

On a State Society banner the name of the National Society appears above the insignia with the State name below.

The Tudor Rose takes a prominent position at the very top of our official insignia, followed by the combined Crosses of St. George and St. Andrew as depicted on the Union Flag of 1707. Our National newsletter is entitled "*The Tudor Rose Councillor*". A look at British history gives us insight into why the founders of our organization chose to place the Tudor Rose as a part of our insignia and why the replica of the Union Flag is used.

The War of the Roses is the name given to the 40-year struggle between the Houses of Lancaster and York for possession of the English throne. The badge adopted by the House of York was a white rose and a red rose was adopted by the House of Lancaster. (The rose of that day was a wild or meadow rose, consisting of five petals.) The last battle in the long conflict was fought in 1485 when Henry, Earl of Richmond, representative of the Lancastrian claim (his mother was of the House of Lancaster) overthrew Richard III (of the House of York). Henry, son of Edmund Tudor and Margaret of Lancaster, ascended the throne as Henry VII. Henry VII then married Elizabeth of York (the daughter of Edward IV, thereby combining the two Houses).

The War of the Roses was ended and the Tudor royal family adopted the "Tudor Rose" as its badge. Tudor remained the royal house for approximately 118 years. The shape of the Tudor Rose (five petals upon five petals) is seen today on much of the architecture of that time. Its shape, which does distinguish it, is exactly that of the official insignia of our Society. The Tudor Rose is a heraldic symbol which never existed in nature - although it has been reported that horticulturists, upon instructions from Henry VIII (he who was husband to six wives) tried, without success, to develop such a rose. The Tudor Rose consists of the larger red rose of Lancaster with the smaller white rose of York impressed upon it (five petals upon five petals).

It was under the patronage of Henry VII, King of England and first sovereign of the house of Tudor, that John Cabot made his voyage of 1497 and discovered the North American Continent. After a reign of approximately 24 years, Henry VII was followed by his son Henry VIII (reigned 1509 - 1547), followed by his son Edward VI (reigned 1547 - 1553), followed by Mary Tudor (daughter of Henry VIII who reigned 1553 - 1558), followed by Elizabeth Tudor (Elizabeth I who reigned 1558 - 1603).

The first English colony planted in the New World was at Roanoke Island. In 1584 Sir Walter Raleigh sent two vessels to find a good location and on July 4, 1584, took possession of the land in the name of Queen Elizabeth I of England.

Queen Elizabeth I was the last of the Tudor line to occupy the throne of England. She was

followed by James I of England (who was also James VI of Scotland) of the House of Stuart, also of the Tudor bloodline, a direct descendant of the first Tudor King, Henry VII.

Although the royal houses have changed, every sovereign to occupy the throne of England since and including the present Queen Elizabeth II has been of Tudor blood and a direct descendant of the first Tudor King, Henry VII. James I granted to the London Company land in North America - all the North American continent from the Spanish possessions on the south to the French on the north. This vast territory was the original Virginia. Jamestown, at the mouth of the James River, was founded 13 May 1607 and became the first permanent English settlement in the New World.

DCW NATIONAL OFFICERS CLUB:

In 1954 the National Officers Club, Daughters of Colonial Wars was organized by Mrs. Charles Romaine Curtis, Honorary National President. The Officers Club is social in nature and promotes friendship among its members. The object other than promoting friendship is "to promote the interests of the Daughters of Colonial Wars." The National Officers Club fulfills its purpose by providing a means for those who have served the National Society Daughters of Colonial Wars (and those presently serving) to continue associations and to always promote the welfare of the National Society.

To be eligible for membership an applicant must have completed at least one year in office. All members must be and remain members in good standing of the National Society Daughters of Colonial Wars. There is an initiation fee and annual dues are set by the Club. Life membership is available.

Officers of the Club are elected at the Annual Meeting which is held preceding the Annual Assembly of the National Society Daughters of Colonial Wars. The term of office is two years.

HELPFUL GUIDES FOR STATE OFFICERS

State Officers not specifically mentioned should follow the general guidelines of their National Officer counterparts.

State Treasurer:

On or about October 1, the National Treasurer sends to the State Treasurers the forms to be used for the annual report of the State Treasurer. The annual National dues of members of State Societies are payable in advance to the National Society on or before January 1 of each year. The National Treasurer shall notify the State Treasurer when dues are payable at least three months in advance of January 1. Each State Treasurer shall send an alphabetical list of the names of members whose dues are being paid. Do not send dues without this list.

State Treasurers, please report all changes of membership (deaths, marriages, resignations, name changes, etc) to the National President, National Treasurer and National Registrar immediately.

Remember to vote to receive a member by transfer exactly as when admitting a new member into your State Society. Transfers cannot be granted to members in arrears. If an applicant for transfer is in arrears for dues, the transfer cannot be completed until both National and State dues are paid.

State Registrars:

State Registrars should examine applications to see that the exacting standards of the National Society are met. Full names, not initials, should be given for each person in the line of descent. References to unpublished records must be accompanied by a certified copy or a photocopy of these records. Records that are difficult to read should be transcribed. It is the responsibility of the State Registrar to see that the necessary references and proofs are sent with every application, and that signatures of the State Registrar, endorsers, and applicant appear on the application. Much time can be saved by carefully checking the application to see that it is complete before sending it to the National Registrar.

After checking the papers the State Registrar sends the application fee and dues (check of the applicant made payable to the State Treasurer) to the State Treasurer with the name and address of the applicant. From information on the applicant's papers two file cards should be prepared: 1) a red-imprinted card which **must** accompany every set of application papers sent to the National Registrar, and 2) a black imprinted file card which is to be placed in the permanent file of the State Registrar.

The State Registrar sends the completed application with all documentation, the red file card

and a State check for the amount of annual dues and application fee to the National Registrar. Please use 10" x 15" envelopes for mailing applications. **Do not fold the application form.**

Upon approval of the application, the National Registrar assigns both National and State numbers and returns a copy of the approved application to the State Registrar.

Transfers:

Transfers may not be granted to a member in arrears. If the applicant for a transfer becomes in arrears for dues, the transfer cannot be completed until both National and State dues are paid.

Transfers into a State Society:

Before a member of one State Society may be invited to transfer to another State Society, her name must be proposed and considered by the State Membership Committee as for a new member. Upon favorable action by the State Membership Committee, the State President sends a written invitation to transfer her membership into the State Society. When the member has accepted the written invitation, the State Registrar of the receiving State writes to the National Registrar to request a transfer from the giving State Society. When the State Registrar receives the request she notifies the National Registrar who then corrects the National Registrar's files and assigns a new State number to the member who has transferred. A copy of the member's application paper should be presented to the State Registrar for her files.

The transfer of a member at large into a State Society must follow the same procedure, except that the transfer is issued by the National Registrar.

Transfers out of a State Society:

When a transfer request is received, the giving State Societies are not required to vote to grant a transfer. Transfers are granted immediately upon request.

Supplemental Application Papers:

Supplemental applications must meet the same exacting standards as original application papers. A fee of twenty dollars is collected for each supplemental application, of this twenty dollar fee, seventeen dollars are forwarded with the application to the National Registrar; and three dollars are retained by the State Society. The twenty dollar amount is not refundable in the event that the supplemental cannot be verified. Supplemental fees are not transferable from the record of one ancestor to another.

State Historians:

The State Historian is responsible for planning and promoting historical projects and programs within the limits of the State Society.

One of the objects of the National Society is to promote historical research and study of history and commemorate the events of the American Colonial Period between 1607 and 1775. The State Societies through the leadership of their State Historians can help accomplish this objective by recognizing outstanding teachers who by exemplification, encourage patriotism and interest in American History. The Daughters of Colonial Wars Teacher Award certificate is an excellent way to show appreciation.

Information for the proper procedure for nomination for this award may be obtained by contacting the National Historian or checking the website at NSDCW.org. More than one certificate may be presented in the same year.

RITUALS OF THE NATIONAL SOCIETY

SUGGESTED WELCOME TO NEW MEMBERS:

The following welcome may be given immediately after the opening exercises:

You have been admitted to membership in the National Society Daughters of Colonial Wars through the _____ State Society. We are happy to welcome you to our Society and wish you pleasure and satisfaction in your membership.

The National Society Daughters of Colonial Wars has five objects, three of them historical, one patriotic, and one fraternal. We invite you to join in the Society's program designed to further, through these objectives, appreciation of American Colonial History for a better understanding of our history, our heritage, and our duties of citizenship. As you actively participate so will the enjoyment of your membership increase.

Prayer: Dear Heavenly Father, we thank Thee for the privilege of joining together in this Society dedicated to love of the land which Thou hast given us. We ask Thy special blessing upon this new member and the enrichment of her life through dedicated service to the ideals for which we strive. Amen.

SUGGESTED INSTALLATION OF STATE OFFICERS:

Please raise your right hand.

You have been duly elected to office in the National Society Daughters of Colonial Wars in the State of _____.

Do you accept the responsibilities of the office to which you have been elected and do you promise to perform faithfully the duties of this office?

Response: I do.

Do you solemnly pledge to act at all times in accordance with the Bylaws of the National Society Daughters of Colonial Wars, Incorporated, and with the Bylaws of the _____ State Society?

Response: I do.

Do you promise to uphold loyally the Constitution of the United States of America and the laws of the United States of America?

Response: I do.

I therefore declare that you are entitled to serve our Society in the office to which you have been elected and welcome you as a State Officer, National Society Daughters of Colonial Wars in the State of _____

Will everyone stand and bow your heads, please.

Our Heavenly Father, we ask you to bless those to whom we entrust the authority of this Society. Grant them clear vision that they may have good and true judgment. May they and we all serve faithfully being ever mindful that we must serve humbly our Lord. In the name of Jesus we pray. Amen.

SUGGESTED MEMORIAL SERVICE:

Call to Remembrance

Let us now with quiet and grateful hearts remember before God the dearly beloved dead. They have left our earthly companionship, but still they live within our hearts. The remembrance of them is blessed. Eternal life is theirs and time declares their immortality.

Memorial Prayer

Oh blessed Father of all, we pray thee to bless the souls of those we have loved and lost, and see no longer. Grant them thy peace. Let light perpetual shine upon them. Grant that finally, we may dwell with them in life everlasting, through Jesus Christ our Lord. Amen.

The Lord's Prayer

Scripture

Who shall separate us from the love of Christ? Shall tribulation, or distress, or persecution, or famine, or nakedness, or peril, or sword? Nay, in all these things we are more than conquerors through him that loved us. For I am persuaded, that neither death, nor life, nor angels, nor principalities, nor powers, nor things present, nor things to come, nor height, nor depth, nor any other creature, shall be able to separate us from the love of God which is in Christ Jesus our Lord. Romans 8:35, 37 - 39

Let not your heart be troubled; ye believe in God, believe also in me. In my Father's house are many mansions: if it were not so, I would have told you. I go to prepare a place for you. And if I go and prepare a place for you, I will come again, and receive you unto myself; that where I am, there ye may be also. And whither I go ye know, and the way ye know. St. John 14:1 - 4

The Roll Call of Departed:

There is No Death
There is no death! The stars go down
To rise upon some other shore
And bright in heaven's jeweled crown
They shine forevermore.
And ever near us, though unseen,
The dear immortal spirits tread;
For all the boundless universe
Is Life - there are no dead.

John Luckey McCreery

Benediction

The grace of our Lord Jesus Christ, and the Love of God and the fellowship of the Holy Spirit be with us all for evermore. Amen .

SUGGESTED BYLAWS FOR STATE SOCIETIES

BYLAWS

BYLAWS OF THE SOCIETY DAUGHTERS OF COLONIAL WARS IN THE STATE OF

ARTICLE I NAME

The name of this organization shall be the Society Daughters of Colonial Wars in the State of _____.

ARTICLE II OBJECTS

The objects of this Society shall be:

1. To honor and perpetuate the memory and spirit of the men and women who, by their acts and counsel, assisted in the establishment, defense and preservation of the American Colonies.
2. To collect and preserve records relative to the American Colonial Period, and records of service of men who assisted in the establishment, defense, and preservation of the American Colonies.
3. To promote historical research and the study of history and to commemorate the events of the American Colonial Period between 1607 and 1775.
4. To inspire patriotism and loyalty to our country.
5. To foster a spirit of fellowship among the members of the Society.

ARTICLE III ELIGIBILITY

Section 1. Any woman is eligible for membership in the National Society Daughters of Colonial Wars who is not less than eighteen years of age, who is of good moral character and reputation; who is in sympathy with the objects of the Society; who is personally acceptable to the Society; and who is lineally descended in the male or female line from an ancestor who, from the time of the settlement of Jamestown, May 13, 1607, to the battle of Lexington, April 19, 1775.

(a) Served as a military or naval officer, or as a soldier, sailor, marine or privateersman, under the authority of the Colonies which afterward formed the United States, or in the forces of Great Britain which participated with those of said Colonies in any wars in

which the said Colonies were engaged, or in which their men were enrolled.

(b) Served in any civil position of high trust and responsibility in the Colonies such as Director General, Vice Director General, Governor, Lieutenant Governor, Deputy Governor, Governor's Assistant, Lord Proprietor, Secretary, or Treasurer of a Colony or Province, member of the King's or Governor's Council, or Legislative Body in the Colonies, or Commissioner to the United Colonies or New England, or Member of the Council, or Body of Assistants, as well as Receiver General, Attorney General, Surveyor General, and such titles as Sheriff, Constable, Mayor, Judge, Justice of the Peace, Customs Officer, Master of Ordnance or other elective or appointive office in the Colonies.

ARTICLE IV MEMBERSHIP

Section 1. Members of State Societies shall be admitted in the following manner:

1. The name of a proposed member, accompanied by letters of recommendation from at least two members of the State Society to whom she is personally known, shall be sent to the Chairman of the State Membership Committee.
2. After consideration by the membership committee, the chairman shall report to the State Council the names of applicants approved by a majority vote by ballot of the membership committee.
3. A two-thirds vote by ballot at the Council Meeting shall be required, the vote to be taken at the same meeting at which the names are recommended. The decision of the State Council shall be final.
4. The name of an applicant who is not approved may not be proposed again for two years.
5. The State President shall issue an invitation to the approved applicant.
6. If a favorable reply is received within three months, an application form and instructions will be forwarded to the applicant.
7. The completed application form with original signatures of the applicant and the two members who recommended her, shall be sent within one year to the State Registrar, accompanied by proofs of eligibility, application fee and annual dues.
8. The State Treasurer shall write the State Society's check to cover the application fee and National dues for one year (in advance) payable to the National Treasurer to accompany the application which is sent to the National Registrar.

Section 2. If an application cannot be approved by the National Registrar, the prospective member and the State Registrar having been notified of the inadequacies and there has been no further communication from the prospective member, after one year the National Registrar shall return the application and accompanying papers to the State Registrar with notice to the State Treasurer. The application fee is forfeited.

Section 3. A member of a State Society, in good standing may transfer to any other State Society.

- 1 All transfers must be obtained from the National Registrar.
- 2 The name of the transferee must be proposed and considered exactly as a new member.
- 3 If action by the State Membership Committee and the State Council is favorable a written invitation is sent from the State President inviting her to transfer her membership into the State Society
- 4 When a member has accepted a written invitation of membership, the State Registrar shall write to the National Registrar to request a transfer notice be sent to the State Registrar of the giving State Society.
- 5 When the transfer has been acknowledged by any of three appropriate officers, i.e., the State President, the State Treasurer or the State Registrar, the State Registrar of the giving State shall send the notify the National Registrar who shall correct the National Registrar's Files and assign a new State Number to the member who has transferred.

Section 4. Resignations

A member desiring to resign shall submit her resignation in writing to the Recording Secretary. The Recording secretary shall immediately report the resignation to the National Treasurer. The resignation of a member whose dues are in arrears shall not be accepted.

Section 5. Associate Members

A member of a State Society may become an Associate Member of another State Society after being proposed and elected in the same manner as a new member.

Prior to the election of an Associate Member, and annually thereafter, the State Treasurer shall verify her membership in good standing in her State Society.

An Associate Member shall have the privilege of attending all meetings and of speaking, but shall not make motions, vote, hold office, or represent the State Society as a delegate or alternate, or propose or endorse an applicant for membership.

She shall not be counted in any membership representation.

She shall have the right to serve as a member of a committee.

A fee may be assessed for Associate Members, this fee does not constitute the National or State dues assessed by the original State Society.

ARTICLE V OFFICERS

Section 1. The officers of this Society shall be President; Vice President, Chaplain, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, Historian, Custodian and ____ Councillors, who shall be designated as Ladies of the Council.

Section 2. Nominating Committee:

- 1 At a meeting every third year, coinciding with the election year of the National Society, a Nominating Committee of ____ members shall be elected by the State Society.
- 2 It shall be the duty of this committee to nominate a candidate for each office to be filled at the annual meeting.
- 3 Additional nominations may be made from the floor provided the consent of the nominee shall first have been obtained.
- 4 No member shall be eligible to office who has not been a member of the Society for at least one year.

Section 3. Elections:

- 1 Elections shall be by ballot and majority vote shall elect.
- 2 If there is but one candidate for an office, the vote may be taken orally.
- 3 All officers shall hold office for three years or until their successors are elected.
- 4 The State Recording Secretary shall send a list of names and addresses of officers and date of election to the National Corresponding Secretary prior to April 1.
- 5 They shall take office at the close of the Annual Assembly of the National Society at which the State President and the State Vice President are confirmed.
- 6 A member who has served more than half a term in any office shall be considered to have served a full term.

Section 4. Vacancies

In the case of a vacancy in the office of President, the Vice President shall assume the office of President. Vacancies in other offices shall be filled by the Council until the next Annual Meeting when the name of the acting officer shall be presented for confirmation and a vote taken.

Section 5. In recognition of valuable service to the Society a member who has served as President upon her retirement from office may be elected Honorary State President for life.

ARTICLE VI DUTIES OF OFFICERS

The officers shall perform the duties prescribed by these Bylaws, by the Bylaws of the National Society and by the Parliamentary authority adopted by the National Society.

Section 1. State President –

- 1 The State President shall preside at all meetings of the State Society and of the Council.
- 2 She shall be the chief executive officer of the State Society.
- 3 She shall appoint and shall be an ex-officio member of all committees (with the right of vote) except the Nominating Committee.
- 4 She shall make a report at the Annual Meeting upon the condition of the State Society.
- 5 She shall send two copies of a written report of the activities of the State Society for the National Annual Assembly for the two Semi-Annual Council Meetings each year.
- 6 A copy of each report must be sent to the National President and to the National Recording Secretary.
- 7 If possible she should be present at these National meetings to deliver her report.
- 8 She shall sign all orders for payment of bills incurred after they have been verified by the person authorized to contract them.

Section 2. The Vice President – In the absence or disability of the President, shall perform the duties of the office of the President. She shall assume such other duties as designated by the President.

Section 3. Chaplain – The Chaplain shall open meetings with prayer and shall conduct such religious services as occasion may require. She shall communicate, whenever possible, with members who are ill or in distress. She shall report to the National Chaplain the name, state number, national number and date of death of deceased members.

Section 4. Recording Secretary – The Recording Secretary shall keep a record of the proceedings of the meetings of the Society and the Council. She shall submit the names of elected delegates and alternates to the National Chairman of Credentials and the National Treasurer prior to March 15.

Section 5. Corresponding Secretary – The Corresponding Secretary shall attend to such correspondence as the directed by the Society, the Council, or the President.

Section 6. Treasurer – The Treasurer shall receive all funds of the Society and shall deposit them in a bank or banks as may be designated by the Council. She shall disburse these funds as directed by the Society or the Council provided that no bill shall be paid until authorized by the President.

The annual National dues shall be sent by the State Treasurer to the National Treasurer in time to be received on or before the due date, accompanied by an alphabetical list of the members whose dues are being paid.

Section 7. Registrar – The Registrar shall see that application and supplemental papers with

proofs are in proper form before sending them to the National Registrar for verification. She shall send the accompanying check of the applicant to the State Treasurer. She shall be the custodian of duplicate application and supplemental papers of members. She shall keep a file of members of the State Society, including name, address, name and service of the ancestor, national number, state number, date of admission to the National Society, date of transfer, resignation or reinstatement, marriage and death. She shall notify the President, Secretary and Treasurer of the acceptance of new members>

Section 8. Historian – The Historian shall direct such historical work as may be requested by the Society of Council in accordance with the historical program of the State and National Society. She shall have custody of the historical and biographical papers of the Society.

Section 9. Custodian – The Custodian shall have charge of the Society colors at meetings of the Society. She shall be custodian of such other property of the Society as the Council may direct.

Section 10. Councillors -- The Councillors may be assigned to direct committees and to perform such duties as may be requested by the President.

ARTICLE VII MEETINGS

Section 1. Unless otherwise ordered by the Council, regular meetings shall be held on the _____ day of the months of _____, _____, and _____.

Section 2. The annual meeting of the State Society shall be held prior to March 15 each year and shall be for the purpose of electing officers, receiving reports of officers and committees, the election of delegates and alternates to the Annual Assembly of the National Society and for any other business that may arise.

Section 3: Special meetings may be called by the President and shall be called upon the written request of _____ members. _____ days notice shall be given and the business transacted by any special meeting shall be limited to that mentioned in the notice.

Section 4. _____ members shall constitute a quorum.

ARTICLE VIII COUNCIL

Section 1. The elected officers with the Councillors shall constitute the Council. The officers of the State Society shall be the officers of the Council.

Section 2. The Council shall have general supervision of the affairs of the State Society between its meetings. It is subject to the orders of the State Society and none of its acts shall conflict

with action taken by the State Society.

Section 3. The regular meetings of the Council shall be held preceding the regular meetings of the State Society at such time and place as shall be designated by the President.

Section 4. _____members shall constitute a quorum.

Section 5. Special meetings of the Council shall be held at the call of the President, at such time and place and for such purpose as shall be stated in the notice.

ARTICLE IX FEES AND DUES

Section 1. The fiscal year of the State Society shall be March 1 to the last day of February.

Section 2. The application fee shall be as stated by the National Society.

Section 3. The annual dues shall be the amount set by the National Society plus _____ for the use of the State Society, payable in advance on or before the _____ day of _____ each year.

[For convenience this Section may be placed under Standing Rules.]

Section 4. The dues of a person admitted or reinstated on or after October 1 shall be applied to the next succeeding fiscal year.

Section 5. It shall be the duty of the Treasurer to notify each member in arrears on June 1 in an effort to restore her good standing. Those whose dues are not received and forwarded to the National Treasurer by October 1 shall be automatically dropped from membership in the National Society.

Section 6. A person dropped from membership for nonpayment of dues may be reinstated by a two-thirds vote of the State Council upon payment of a fee two times the current national and state dues plus a reinstatement fee of ten dollars.

Section 7. A member having resigned from membership may upon payment of the annual dues be readmitted to membership by a two-thirds vote of the State Council.

Section 8. A fee as set by the National Society shall accompany each supplemental claim to establish the right for an additional ancestor bar, a portion of this fee shall be retained by the State Society.

Section 9. The annual dues of an Associate Member as set by the States Council shall be due on or before _____ of each year. **[For convenience this Section may be placed under Standing Rules.]**

**ARTICLE X
COMMITTEES**

Section 1. After the election of officers, the President shall appoint an auditing committee and such other committees as the Council may deem necessary.

Section 2. The duties of the committees shall be as the Council shall prescribe.

**ARTICLE XI
ACTION IN CASE OF DISSOLUTION**

Should the National Society Daughters of Colonial Wars, in the State of _____, ever be disbanded by the National Council, all just debts having been paid, its assets shall be distributed to and only to the National Society Daughters of Colonial Wars, Inc., this shall include all checking accounts, savings accounts, Certificates of Deposit, and any other income or inheritance due the State Society. Upon being disbanded, the State Society may request that its assets be directed to a specific official project of the National Society.

No part of the assets of the State Society shall inure to the benefit of or be distributed to its members, trustees, officers or other private persons.

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Society in all cases in which they are not inconsistent with the bylaws of the National Society.

**ARTICLE XIII
AMENDMENTS TO THE BYLAWS**

Section 1. These bylaws may be amended by a two-thirds vote at any regular business meeting of the State Society, provided the proposed amendment(s) has been submitted in writing at the previous regular business meeting.

Section 2. Unless otherwise provided prior to its adoption or in the motion to adopt, an amendment to these bylaws shall take effect at the close of the meeting at which it is adopted.

Section 3. Any amendment of the Bylaws of the National Society shall become the law of the State Societies without further notice.

CALENDAR

The Calendar year, January 1 to December 31, is used for dues and membership.
The FISCAL year is March 1 to the last day of February.

All contributions, gifts, etc., must reach the National Treasurer before the end of February to be included in the April National Assembly report.

January 1 – Annual National dues for each member

February 1 – Final date for National Treasurer to receive dues that can be counted in establishing State representation at Annual Assembly.

April – National Semi-Annual Council Meeting and Annual Assembly is held. Exact date, time and place is determined by the National Council.

June 1 – Members in arrears on June 1 should be notified by their State Treasurer and if these dues are not received and forwarded to reach the National Treasurer before October 1, the member(s) will be dropped for nonpayment.

October – National Semi-annual Council meeting is held. Exact date, time and place is determined by the National Council.

October 1 – All members whose dues for the current year have not been received by the National Treasurer are dropped automatically from membership.

Dues of persons admitted or reinstated after October 1 shall be applied to the next fiscal year.

December 31 – Close of membership year. Dues should have been sent to National Treasurer to reach her by January 1.

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