



**NATIONAL SOCIETY  
OF THE  
SONS OF THE AMERICAN REVOLUTION**

**CONSTITUTION AND BY-LAWS**

**Ohio Society Cincinnati Chapter**



**AMENDED JANUARY 2020**

**FEE SCHEDULE REVISED OCTOBER 2018**

CINCINNATI CHAPTER  
Constitution & By-Laws

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## DEFINITIONS

### MEMBERS & MEETINGS

Member – A person recognized to be in good standing by the Registrar-General's active membership list, NSSAR.

Inactive Member – A person (1) whose dues is in arrears and has been dropped from the active members list by the Registrar-General, NSSAR and (2) A person who has resigned.

Annual Meeting – A business meeting of the Chapter, held in December of each year, to which all members are invited. Annual reports of Committee Chairmen may be presented, in addition to any other business deemed necessary.

Annual Awards Dinner – In early December, soon after the Annual Meeting, the Chapter will gather for the Annual Chapter Awards Dinner. The Chapter President will present awards to Chapter Compatriots and Others who have made significant contributions to the Chapter's and the Society's success. It is recommended that the newly elected officers be installed at the conclusion of the ceremonies and the New President presents a brief vision for the coming year.

General Meeting – Any meeting to which the Chapter Membership has been invited, including Dinners and Luncheons, where the business of the Chapter may be carried on. Excluded are the Annual Meeting, meetings of the Board of Management and of the Executive Committee.

Board of Management Meeting – Regularly scheduled meetings attended for discussion of and action on Chapter business. All members of the Chapter are welcome but only Board of Management Members have voting privileges.

Executive Committee Meeting – Meeting called by the President and attended by members of the Executive Committee and invited guests, to develop policies and philosophy for presentation to the Board of Management.

## CINCINNATI CHAPTER CONSTITUTION

### Article I – Name

The name of this organization shall be the Cincinnati Chapter, Ohio Society, Sons of the American Revolution. It is referred to in this Constitution and these By-Laws as “Cincinnati Chapter”, “the Chapter”, “this Chapter”, “the Society”, and “this Society”.

### Article II – Objectives

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

### Article III – Eligibility for Membership

Section 1. – Any man shall be eligible for Regular Membership in this Chapter and Society who meets the requirements for Regular Membership in the National Society, Sons of the American Revolution. (Reference National Society pamphlets, Handbook, and the National website for the latest information on membership requirements. These are also references for information on Junior Membership and Junior Registration.) Section 2. – Other classes of membership may be authorized by the Board of Management and shall be promulgated by Administrative Instructions or standing rules.

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Section 3. – Any member in good standing of any other Chapter, or any other State, or Territorial Society of the Sons of the American Revolution, who having performed an outstanding civic or patriotic service for the United States of America, may be made an honorary member by vote of this Chapter, without the payment of admission fees or annual dues, and such honorary member shall be entitled to all the privileges of this Chapter, except the right to vote, to hold office, or to be eligible to be a delegate to a State Meeting or to a National Congress.

### Article IV – Officers and Board of Management

Section 1. – The officers of the Chapter shall be: President; First and Second Vice- Presidents; Secretary; Treasurer; Historian; Registrar; Webmaster; and Chaplain.

Section 2. – The Chapter officers, along with up to (5) Chapter members who shall be elected, and all living Past Cincinnati Chapter Presidents in good standing, shall constitute the Chapter Board of Management. A Dual Member is eligible to hold office and be a delegate from his dual state or home state, but not in both societies.

Section 3. – The officers and up to five (5) Chapter members for the Board of Management shall be elected at a November General Meeting of the Chapter and installed at the conclusion of the Chapter's December Annual Awards Dinner. They shall hold office for a term of one (1) year, or until their successors are elected and installed. A sitting Officer may run for re-election to his current position. The installation procedure shall be governed by the procedures listed in the NSSAR Handbook.

Section 4. – Intentionally Blank

Section 5. – One person may hold more than one office but shall have only one (1) vote.

Section 6. – In the event of a vacancy in the office of the President, the First Vice- President shall become President. The Second Vice-President shall advance to the office of First Vice-President and the position of Second Vice-President shall remain open until the next election. However, if the vacancy is caused by a condition that will only result in a short absence, the President's position will be filled by the First Vice- President for the period of time, with the Second Vice-President remaining in position. Should more than one (1) vacancy occur, under like conditions as stated above, officers will advance in order of rank as stated in Article IV,

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Section 1, to cover such openings. A vacancy in any other office shall be filled by the Board of Management after considering the recommendations of the Nominating Committee.

Section 7. – The President shall have the power to appoint an Executive Committee, consisting of the President; the Vice-Presidents; Secretary; Treasurer; and other members that he may deem necessary. This committee shall be approved by the Board of Management.

The Executive Committee shall function chiefly during the intervals between the meetings of the Board of Management. At such times, it shall act for the Chapter's needs. However, its actions shall be subordinate to the Board of Management's instructions. In the case of any conflict, the Board of Management can countermand or nullify any action taken by the Executive Committee, and/or give it explicit operating instructions.

Section 8. – Meetings of the Board of Management shall be held a minimum of four times per year at a suitable time and place. Board of Management Meetings shall be held during the first fourteen (14) days of the month in which they are held. No Meetings of the Board of Management shall be held in July or August. Board of Management meetings are open to members in good standing from the Cincinnati Chapter and visiting SAR members from other Chapters, however only Board of Management members may vote.

Section 9. – Special meetings may be called by the President, and must be called upon the request in writing of five (5) or more members of the Board of Management. Special meetings of the Chapter shall be called whenever requested by fifteen (15) or more members (in good standing) of the Chapter.

Section 10. – There shall be at least ten (10) members present, including at least 3 officers at any meeting of the Chapter in order to constitute a quorum.

### Article V – Annual Meeting and Election of Officers, and Board of Management

Section 1. – The Annual Meeting of the Chapter for the transaction of business shall be held each year at the same location as the regular Board of Management Meeting scheduled for December. This Annual Meeting will follow the Board of Management Meeting.

Section 2. – The Nominating Committee as defined in Article II, Section 13 of the By- Laws, shall report at the November meeting of the Board of Management, the names of one (1) or more candidates for each office to be filled, and upon approval by the Board of Management,

shall report the approved names of such candidates at the November General Meeting of the Chapter.

Section 3. – Nominations for any office may be made from the floor during the November General Meeting of the Chapter.

Section 4. – If there is more than one (1) candidate nominated to any office, elections for that office shall be by written ballot. If there is not more than one (1) nomination for any office, the vote may be by acclamation. The candidate receiving the majority of the votes cast shall be declared elected and will be installed at the conclusion of the Chapter's December Annual Awards Dinner and will take office on January 1st.

### Article VI – Amendments

Any proposed amendments to this Constitution may be submitted in writing at any regular meeting of the Board of Management. Such proposed amendments must be signed by three (3) active members of the Chapter before being submitted to the Board of Management for vote on its acceptance. Upon a favorable vote, a copy of the proposed amendment shall be sent to each Chapter member. After such notice, the proposed amendments shall be voted on at the next Chapter Meeting, providing however that it is at least thirty (30) days after sending the proposed amendments.

### Article VII – Distribution of Assets of Dissolution

IRS Compliance. The Cincinnati Chapter, Sons of the American Revolution, is a chartered subordinate body of the Ohio Society, Sons of the American Revolution which is an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1954. All the purposes stated in Article II of this Constitution are for educational purposes as provided in Section 501 (c)(3) of the Internal Revenue Code of 1954, and any activity not permitted by the provisions of that portion of the Code is prohibited. In the event of the dissolution of the Cincinnati Chapter, Sons of the American Revolution, all its assets, not required to meet legal obligations of this Chapter and all materials of this Chapter shall become the property of the Ohio Society, Sons of the American Revolution.

**Article VIII – Parliamentary Authority**

Section 1. – The rules set forth in the most current edition of Robert’s Rules of Order, Newly Revised shall govern the Cincinnati Chapter in all meetings of the Board of Management in which they are not inconsistent with the Constitution and the By-Laws of the Cincinnati Chapter, the Ohio Society, and the National Society.

## CINCINNATI CHAPTER BY-LAWS

### Article I – Admission to Membership

Section 1. – All applications for membership in the Cincinnati Chapter are subject to approval by the National Society Sons of the American Revolution and the Ohio Society Sons of the American Revolution.

Section 2. – The National Society Handbook, special pamphlets issued by the National Society and the National Society Web Site should be referred to for up-to-date and complete detailed information on membership, including youth membership requirements.

Section 3. – Whenever any change is made by the National Society and/or the Ohio Society in the qualifications for membership as outlined in Sections 1 or 2 above, such change shall be made by this Chapter, without further action being required by the Chapter.

### Article II – Duties of Officers and Committees

#### Section 1a. – The President

shall preside at all meetings of the Chapter and the Board of Management, and may vote only on tied questions. He shall exercise the usual functions of a presiding officer and shall enforce a strict observance of the Constitution, By-Laws, and the rules and regulations of the Chapter, and who is responsible for the end of the year reports such as the Americanism Award, Distinguished Chapter Award submission, notification of new Officers/BOM to OHSSAR & NSSAR, etc.

#### Section 1b. -- The President-elect

with the support of the Treasurer at the Annual Meeting shall present the budget for the ensuing year.

#### Section 2. – The Vice-Presidents

shall assist the President in the performance of the duties of his office.

In the absence of the President, the First Vice-President shall preside over the Chapter, Board

of Management, and Executive Committee meetings. At such times, he shall assume the prerogatives, and shall perform the duties of the President as required. He shall perform other duties as requested by the President.

In the absence of the President and the First Vice-President, the Second Vice-President shall preside over the Chapter, Board of Management, and Executive Committee meetings. At such times, he shall assume the prerogatives, and shall perform the duties of the President as required. The Second Vice-President will have the responsibility for making the arrangements for all Board of Management, and Executive Committee meetings, as well as the Annual Meeting. The Second Vice-President will also have overall responsibility for the Time and Talent Pool as defined in Article II, Section 14 of these By-Laws; he may name a member to assist him for appointment by the President for ratification by the Board of Management.

Section 3. – The Secretary

shall conduct the general correspondence of the Chapter. He shall give due notice of the time and place of all meetings of the Chapter and the Board of Management. He shall give due notice to the chapter officers of all votes, orders, resolves, and proceedings of the Chapter affecting them or pertaining to their respective duties. He shall certify all acts of the Chapter. He shall record, maintain, and distribute the minutes of all meetings of the Chapter, Board of Management, and Executive Committee including the Chapter's Annual Meeting. He shall have charge of those Chapter records appropriate to his office and not maintained by other Officers or Committee Chairmen. He shall keep accurate records of all the proceedings and orders of the Chapter. He shall maintain a listing of all approved standing rules. He shall record and copy all approved new member and supplemental packets received from the State Secretary. He shall forward the approved packets to the Cincinnati Chapter President and distribute copies to the appropriate board members.

Section 4. – The Treasurer

shall collect the dues of members and keep individual account of same, receive and keep the funds and securities of the Chapter, and shall pay out of such funds only sums as may be ordered by the Chapter or the Board of Management, or by the Executive Committee. He shall keep a true account of his receipts and payments and shall render the same to the Chapter in his Annual Report. He shall

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be responsible for maintaining the Chapter Roster and timely submittal of the annual income tax report to the IRS, and other such reports as required by law. An annual audit of the Treasurer's Records shall be conducted by the Audit Committee as defined in Article II Section 13 of these By-Laws

### Section 5. -- The Historian

shall keep the records of historical meetings and supervise the preparation and printing of all historical publications and documents other than the membership rolls. He shall prepare a year-book of events of the Chapter, and shall maintain the archives of the Chapter in a safe location and in an acceptable manner.

### Section 6. -- The Registrar

shall process all new applications and supplementals. He will be the sponsor on all applications where there is not a sponsor. He shall collect all of the application fees and forward those fees to the State Registrar and the local treasurer. He shall keep and maintain a copy of all Record Copies that have been approved. He shall verify as far as possible all statements as to Revolutionary Services of ancestors that are made in the applications for membership and supplementals. He reports to the Board of Management.

### Section 7. -- The Webmaster

shall design, maintain and keep current the chapter website, blog and social media sites. He shall also monitor the appropriateness and relevance of all web and social media postings.

### Section 8. -- The Chaplain

shall conduct the religious functions of the Chapter.

### Section 9. -- The Board of Management

shall recommend plans for promoting the objectives of the Chapter; digest and prepare business; and shall authorize the disbursement and expenditures of un-appropriated money in the treasury for the payment of current expenses of the Chapter. The Board of Management may direct the purchase of a surety bond on the Chapter's Treasurer, President, Eitel Fund Trustees and other Chapter officers as they deem necessary. They shall generally oversee the interests of the Chapter, and execute all such duties as may be committed to them by the Chapter.

### Section 10. -- Committees

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shall be appointed by the President. After appointment, all Standing Committees, with the exception of the Nominating Committee, shall be ratified by the Board of Management. As necessary for the efficient and effective operation of the Chapter, the President may appoint Ad Hoc Committees and Chairmen subject to the ratification of the Board of Management.

### Section 11. – The Standing Committees

Are required for the achievement of the objectives of this Chapter as outlined in Article II of the Chapter Constitution shall be: Americanism Elementary School Poster Contest; Arthur M. & Berdena King Eagle Scout Scholarship Competition; Audit; Awards; Community Outreach; Douglas G. High Historical Oration Contest; Ertel Memorial Fund; Flags; George S. & Stella Knight Essay Contest; Good Citizenship; Lawrence History Teacher Contest; Newsletter; Nolan Carson Memorial Color Guard; Nominating; Notification; Patriotic Outreach; Programs; Publicity; Resolutions; Revolutionary Sites and War Graves; ROTC/JROTC Recognition Program; Sgt. Moses Adams Memorial Middle School Brochure Contest; and Veterans.

### Section 12. – Amendments

These Standing Committees may be amended according to the requirements of Article IV of these By-Laws.

### Section 13. – The basic duties of each Standing Committee

shall be outlined hereafter but they shall be flexible as to allow freedom of deviation when needed by the committee Chairman, while staying with the objectives stated in Article II of the Chapter Constitution.

#### Americanism Elementary School Poster Contest Committee

Shall administer the local contest by the rules and policies established by the NSSAR and the Ohio Society.

#### Arthur M. & Berdena King Eagle Scout Scholarship Competition Committee

Honors those who attain the highest rank in Scouting. It is judged on the basis of school and community service, completion of a four generation genealogy chart, and a 500 word patriotic theme. The competition encourages the study of Law, American Heritage, and Genealogy among young men. The intent is to recognize good citizenship and patriotism and remind us of

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our heritage and the sacrifices of our ancestors, whether they immigrated in 1740 or 1980.

### Audit Committee

A committee of three or more members of the Chapter in good standing and appointed by the Chapter President at the Annual Meeting who shall conduct an audit of the Chapter treasury according to the “standards of a reasonable and prudent person” at the conclusion of the fiscal year, and to report to the Board of Management its findings.

### Awards Committee

Shall assist the President obtaining, and presenting the medals and certificates authorized according to the NSSAR Handbook, and all related publications issued for this purpose by the NSSAR.

### Community Outreach Committee

Shall expand and enforce the understanding of Patriotism through the distribution of the chapter bookmarks and the presentation of patriotic experiences to educational groups, service organizations, immigration and naturalization facilities, plus any similar groups and individuals

### Douglas G. High Historical Oration Contest Committee

This committee shall nurture the understanding of Patriotism through the art of public expression and speaking among all students in grades 9, 10, 11, and 12 of all schools and home-schooling programs. It shall convert to the Joseph S. Rumbaugh Oration Contest at the National level.

### Ertel Memorial Fund Committee

A permanent committee of a minimum of three past Cincinnati Chapter presidents, appointed by the Chapter President and approved by the Board of Management, to administer the Ertel Memorial Fund. The purpose of the fund is to provide financial support to unfunded or underfunded special projects of the Chapter or other worthy purposes. Only 90% of the earnings of the investment gains of the Ertel Fund from the preceding year will be available for consideration by the committee. Funds shall not be used for supplementing operating expenses of the Chapter. The committee makes decisions as to these applications and recommends expenditures to the Board of Management for approval. BOTH the Board of Management and the Ertel Memorial Fund Committee must approve the request in order for the final distribution to be made.

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At least two Ertel Memorial Fund Committee Members must have authority to access and administer the Ertel Memorial Fund Investment Account. Distributions may only be made to the Cincinnati Chapter SAR. Distributions issued from the Ertel Fund may only be made payable to: "Treasurer, Cincinnati Chapter SAR" or a direct fund transfer may be made to the Cincinnati SAR checking account. The Ertel Committee Chairman will share all investment statements with the Chapter Treasurer, President and President-elect within two weeks of receipt of such statements. If the balance of the Ertel Fund requires the Chapter to pay an Annual Charitable Organization Fee to the State of Ohio, the Annual State of Ohio Charitable Organization Fee will be paid from the Ertel Fund assets regardless of any profit or loss in the previous investment year.

### Flags Committee

To administer the loaning out, maintenance, and inventory of all Chapter Flags and their related equipment and also responsible for presenting at least one Flag Certificate and Flag Presentation annually. The Flag Committee will also be responsible for the presentation, preservation and storage of the Howard Miller Memorial Historical Flag Collection. The Miller Flag collection will be displayed at least once a year in accordance with the contract with the Howard Miller family.

### George S. & Stella Knight Essay Contest Committee

The G&S Knight Essay Committee offers and monitors the annual contest which is open to a students who are United States citizens or legal aliens. Contestants shall be attending public, parochial, or private high schools (including accredited home schools). Contestants shall be in their sophomore, junior, or senior grade of study during the contest year. The contest is conducted in three phases: local (Chapter), state (State Society) and National. The contest must be entered through a Chapter of the Sons of the American Revolution near the student's residence. The contest is for an original researched and proven topic written in English. The topic of the essay shall deal with: an event, person, philosophy, or ideal associated with the American Revolution, the Declaration of Independence, or the framing of the United States Constitution.

### Good Citizenship Committee

To aid and monitor education and understanding of Good Citizenship qualities among students of all schools; advise in the development of good citizenship by stressing dependability, cooper-

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ation, leadership, patriotism in America, and cleanliness of speech and habits; issue a good citizenship award in the form of a certificate to the student from each eighth grade class who is nominated by their classmates and is selected by the faculty by use of these nominations. The intent is to award students who demonstrate and practice those qualities that form the foundation of ideal citizenship.

### Lawrence History Teacher Contest Committee

Shall administer the local contest by the rules and policies established by the NSSAR and the Ohio Society. Newsletter Committee - To publish a Chapter Newsletter, on a semi-annual basis or as determined by the Board of Management.

### Nolan Carson Memorial Color Guard Committee

The Nolan Carson Color Guard shall be commanded by a Chairman with the title of "Nolan Carson Color Guard Commander". The Color Guard Commander may appoint color guard members as well as a Deputy or Acting Color Guard Commander and Color Guard Armorer as assistants. The Commander shall establish a schedule of appearances of the Color Guard at public, National, State, and Chapter events; maintain liaison with State and National Color Guard Commanders; maintain reports and records; set guidelines for Color Guard uniforms, protocol and safety procedures that are consistent with Ohio Society and National Society policies and standards; maintain an inventory of Color Guard equipment/uniforms; and recommend appropriate awards for Color Guard Members to the Awards Committee Chairman.

### Nominating Committee

Composition of this committee shall consist of the immediate Past Cincinnati Chapter President who shall serve as chairman, plus the last two (2) Past Cincinnati Chapter Presidents who are available to serve. This committee shall monitor the entire Chapter membership to locate and select interested members that would be capable and willing to serve on the Board of Management and/or as Chapter officers.

### Notification Committee

To utilize telephone, email, and other methods of modern communication to reach all levels of membership.

### Patriotic Outreach Committee

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Shall administer the local Partners in Patriotism, American Legion Boys State, and Wreaths Across America programs in accordance with the policies established by the NSSAR and the Ohio Society for these and all Patriotic Outreach Programs that may be established and sanctioned by the NSSAR.

### Programs Committee

The Programs Committee will be responsible for the arrangements, speakers, and programs of Chapter meetings, luncheons, dinners, and/or events. This committee is to consist of a chairman who may enlist any number of compatriots to assist him as necessary.

### Publicity Committee

To issue news releases with photographs when feasible to local media of SAR activities and functions; to issue news releases of chapter activities and functions with photographs to the SAR Magazine, being cognizant of the deadline dates.

### Resolutions Committee

To meet as needed to consider and format suggested resolutions. They shall guard against injudicious and indiscriminate resolutions. They shall thoroughly review all of the information and instructions suggested to be covered by the resolution and submit it to the Board of Management or the Executive Committee (if one has been appointed), at the earliest opportunity for their final approval and consent to issue.

### Revolutionary Sites and War Graves Committee

The objectives of this committee shall have as its goal the task of marking all sites and war graves which are associated with the American Revolution, and to keep a record of their location, dedication, and condition.

### ROTC/JROTC Recognition Program Committee

To promote the professionalism, excellent performance, leadership, and inspiration of members of the University, College, and/or High School level ROTC Programs. This committee may consist of one or more members as appointed by the Chairman.

### Sgt. Moses Adams Memorial Middle School Brochure Contest Committee

Shall administer the local contest by the rules and policies established by the NSSAR and the Ohio Society.

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### Veterans Committee

Shall assist local level VA Medical Facility Veterans Administration Volunteer Services in benevolent assistance to hospitalized veterans and related activities, participate with the Veteran community on programs that further the goals and objectives of the groups and the SAR, and support the activities of the NSSAR Veteran's Committee.

### Youth Education Committee

Shall pursue opportunities to engage in the sharing of the history, heritage and experiences of the United States during the American Revolutionary War Era and the encompassing the Colonial period defining the founding of the Republic of the United States, with the student bodies of Public, Private, Parochial and Home School venues.

While the following list of youth contests and recognition committees are in no way subordinate to the Committee—the Committee shall endeavor to coordinate closely with them in an effort to maximize the advancement of their respective and collective goals and objectives: Eagle Scout Scholarship Competition Committee, Douglas G. High Historical Oration Contest Committee, George S. & Stella Knight Essay Contest Committee, Sgt. Moses Adams Memorial Middle School Brochure Contest Committee, Americanism Elementary School Poster Contest Committee, Lawrence History Teacher Contest Committee, ROTC/JROTC Recognition Program Committee.

The Committee Chairman shall establish the Committee's organizational Structure, Scheduling and Boy Scouts of America Youth Protection Leadership Training accountability.

The Committee shall confer with the Chapter President (as required) on Committee scheduling commitments.

### Section 14 . - A Time and Talent Pool

will supply Committee Chairmen with suitable staffing to accomplish committee duties. This Pool shall be made up of Chapter compatriots and prospective members. The Second Vice-President or his assistant will

### Section 15. – Mentoring

Officers and committee chairmen are encouraged to mentor other compatriots in the responsibilities of their positions to ensure that the missions and goals of the Chapter, the Ohio Society,

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and the National Society will succeed. Officers and committee chairmen are encouraged to document the standard operating procedures (SOP's) of their positions in written format, and to file these SOP's with the Chapter Secretary for continuity of operations.

### Article III – Application Fees and Annual Dues

Section 1. – The application fees and dues shall be governed by the most recent copy of the Ohio Society Administrative Instruction 200-x where “x” is the suffix of the most recent version. The Chapter fees and dues are to be established by the Chapter Board of Management

Section 2. – There are no provisions for “Life Membership” in this Chapter.

Section 3. – The annual dues for each member of the Cincinnati Chapter shall be as established by the Chapter Board of Management and incorporated into Administrative Instruction 200-x, and included as Cincinnati Chapter SAR Addendum to Article III, Section 1, CCSAR By-Laws Application Fees and Annual Dues. All dues shall be payable in advance (except as listed in Section 4 of this Article), to the Chapter Treasurer.

Section 4. – National Society, Ohio Society and Cincinnati Chapter dues will be collected and applied based on the current collection policies and schedules determined by the National Society SAR and the Ohio Society SAR.

Section 5. – Any member whose dues are in arrears as of 01 January will be dropped from the active membership list. The dropped member may apply for reinstatement by completing the National Society's Reinstatement Form and paying all applicable dues to the Chapter Treasurer.

### Article IV – Amendments

Any proposed amendments to these By-Laws may be submitted in writing at any regular meeting of the Board of Management. Such proposed amendments must be signed by three (3) active members of the Chapter before being submitted to the Board of Management for vote on its acceptance. Upon a favorable vote, a copy of the proposed amendment shall be sent to each Chapter member. After such notice, the proposed amendments shall be voted on at the next Chapter Meeting, providing however that it is at least thirty (30) days after sending the proposed amendments.

## Administrative Instructions

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# ADMINISTRATIVE INSTRUCTIONS INDEX

The majority of these instructions deal with annual dues and membership fees, Life Membership, procedures and schedules for re-registration, awards and recognitions, etc. The following Administrative instructions are to supplement the Ohio Society Regulations. Their purpose is:

1. to provide instructions and procedures where there are several steps and individuals involved, such as in processing new member applications; and
2. to provide direction where amendments are frequently required due to changes made by others, e.g. the National Society changing the annual membership registration dates, dues and fees and changes in the procedures.

Changes to these Administrative Instructions, the establishment of new Instructions, or deletion of an existing Instruction requires the Board of management review and approval.

### **Appendix A – Administrative Instruction Major Headings/Categories**

**200 Series Administrative Instructions** – Finance and Treasury

**300 Series Administrative Instructions** – Fundraising

**400 Series Administrative Instructions** – Youth Awards

**500 Series Administrative Instructions** – Veterans Program

**600 Series Administrative Instructions** – New Membership & Supplemental Applications

**700 Series Administrative Instructions** Cincinnati Chapter Awards and Recognitions

**Addendum to Article III Section 1**

**CCSAR By-Laws Application Fees and Dues**

The following table sets forth the schedule of required payments to National, State and Chapter SAR. This table reflects the implementation of National Bylaw 22 Section 2, Family Applications effective 12 July 2016 and Ohio Society SAR Administrative Instruction 200-4 (revised 25 July 2015). This Addendum supersedes all others [Effective September 2018].

<b><u>NEW APPLICATIONS</u></b>	<b><u>NATIONAL</u></b>		<b><u>OHIO</u></b>		<b><u>CHAPTER</u></b>		<b><u>TOTAL</u></b>
	<b><u>Fees</u></b>	<b><u>Dues</u></b>	<b><u>Fees</u></b>	<b><u>Dues</u></b>	<b><u>Fees</u></b>	<b><u>Dues</u></b>	
Member Application Age 18 & Older	\$80.00	\$35.00		\$10.00	\$20.00		<b>\$145.00</b>
Member Family Plan 1 <sup>st</sup> Person	\$80.00	\$35.00		\$10.00	\$20.00		<b>\$145.00</b>
Member Family Plan 2 <sup>nd</sup> Person & Up	\$30.00	\$35.00		\$10.00	\$10.00		<b>\$85.00</b>
Member Age 18-25 Established Lineage	\$30.00	\$35.00		\$10.00	\$10.00		<b>\$85.00</b>
Member Age 18-22 Transfer From CAR		\$35.00		\$10.00	\$10.00		<b>\$55.00</b>
Junior Member Age <18 New Lineage	\$80.00	\$5.00			\$20.00		<b>\$105.00</b>
Junior Member Age < 18 Established Lineage	\$30.00	\$5.00			\$10.00		<b>\$45.00</b>
Supplemental Application	\$60.00		\$5.00		\$15.00		<b>\$80.00</b>
Supplemental Family Plan 1 <sup>st</sup> Person	\$60.00		\$5.00		\$15.00		<b>\$80.00</b>
Supplemental Family Plan 2 <sup>nd</sup> Person and Up	\$30.00		\$5.00		\$10.00		<b>\$45.00</b>

<b><u>PAYMENT FOR ANNUAL DUES</u></b>	<b><u>Fees</u></b>	<b><u>Dues</u></b>	<b><u>Fees</u></b>	<b><u>Dues</u></b>	<b><u>Fees</u></b>	<b><u>Dues</u></b>	<b><u>Total</u></b>
Registration (Annual Dues)		\$35.00		\$10.00		\$17.00	<b>\$62.00</b>
National Life Members				\$10.00		\$17.00	<b>\$27.00</b>
Ohio Life Member							<b>None</b>
Dual Member (OH Not Primary)				\$10.00		\$17.00	<b>\$27.00</b>
Junior Member		\$5.00					<b>\$5.00</b>
Reactivated (reinstatement)		\$35.00		\$10.00		\$17.00	<b>\$62.00</b>

National Society, Ohio Society and Cincinnati Chapter dues will be collected and applied based on the current collection policies and schedules determined by the National Society SAR and the Ohio Society SAR.

If any change to the fee schedule above is made by National, State or Chapter, that change will be immediately revised in these By-Laws

**CINCINNATI CHAPTER  
AMERICANISM YOUTH CONTEST  
GUIDANCE**

The following guidelines are established to provide parameters within which to grow the captioned contests for the foreseeable future. This is not intended to be a set of rules governing the do's & don'ts of the contest but rather an attempt to establish a consistent formula or methodology for the execution, judging, contest winner selection and the award of prizes.

Additionally, the Executive Committee encourages the following priorities for the Youth Education programs:

- **First Priority** – pursue as many engagements with education institutions as possible with the specific objective of Education, Patriotism and History. Preference to be given to 4<sup>th</sup> grade and above.
- **Second Priority** – solicit student participation in Americanism Contests (Poster, Brochure, etc.)
- **Third Priority** – invitation to participate in CAR Chapter

For the contest events contemplated for fiscal years 2020 & 2021, the following shall apply:

**IN SCHOOL CONTESTS, JUDGING & WINNER SELECTION**

1. The Cincinnati Chapter shall budget in each of the aforementioned contest years sufficient funds to cover the participation of up to fifteen separate educational institutions to participate in the contest.

While it is unlikely that we will experience 15 participating institutions in the years 2020 & 2021 the funds will be available to support the awards activity.

2. Committee members should be mindful of opportunities to introduce the Middle School & High School institutions to the Eagle Scout, Oration and Essay Contest opportunities

**BROCHURE & POSTER CONTESTS**

1. Each educational institution shall be a separate competition, producing a First, Second and Third Place winner in both the Poster and the Brochure Contest. For a total of six semi-finalist from each Educational Institution. Judging to be performed at the school by either the school or the committee. Home School Participants shall be placed into a Home School Group and treated as an additional institution.
2. Each Poster or brochure entered by the student shall be identified on the back side with the following information:
  - b. School Name
  - c. Teacher's Name
  - d. Grade Level
  - e. Student's first initial/last name
3. Each student should receive a detailed set of instructions on the do's & don'ts of producing a brochure or poster that will qualify for the contest.
4. The semifinalist shall be judged and vetted by the Cincinnati Chapter Poster & Brochure Committee and finalist selected prior to the Award Ceremony.

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5. All Semi-finalist shall receive the SAR Certificate of appreciation by mail or in classroom presentations.
6. All six contest finalist of the Poster and Brochure Contest shall be awarded the First, Second & Third Place Prizes at the Awards Celebration.
7. Each finalist will receive complimentary tickets to the Award Ceremony for the following:
  - a. Contest Winner
  - b. Two Parents
  - c. One School Teacher
  - d. Additional family members, friends and faculty to be welcomed to the ceremony at a reduced cost to be determined by the Executive Committee.
  - e. No additional complimentary admissions without Executive Committee approval.

### **AWARDS CEREMONY PROGRAM & MASTER OF CEREMONIES**

1. The venue for the Awards Ceremony shall be determined by the Chapter 2<sup>nd</sup> Vice President in accordance with the chapter by-law governing his role as 2<sup>nd</sup> Vice President. The following activities shall be the responsibility of the 2<sup>nd</sup> VP:
  - a. Menu
  - b. Décor
  - c. Pricing
  - d. Program
2. All planning shall be coordinated with the cognizant contest committee chairmen. The 2<sup>nd</sup> VP shall be the primary point of contact with the venue manager & staff.
3. Program and Timing for the Awards Ceremony shall be the responsibility of the Master of Ceremonies (MC) or the Chapter President. Consultation with Committee Chairmen will be continuous to assure a smooth flow of action throughout the program.
4. The Chapter Treasurer will have produced checks to satisfy the prizes determined for the contest winners in accordance with Cincinnati Chapter Resolution 19-03. These checks will be the responsibility of the MC throughout the ceremony and will personally see them presented to the cognizant committee chairman at the time of the individual presentation.
5. Additionally, all certificates for contestants will have been signed prior to delivery to the venue.
6. The Color Guard shall be led by the Color Guard Commander and will work closely with the MC while planning his part of the program. The CG Commander is encouraged to undertake a recon of the venue prior to the event so as to provide the most effective instruction to the Color Guardsmen.

### **VENUE SET-UP AND TAKE-DOWN**

1. The Goal here is to minimize the confusion of priorities that occurs in the hour prior to the event when everyone is trying to do last minute coaching and rehearsing of the presentation. This needs to be accomplished early. Additionally, it is designed to see that everyone is available to break down the set without leaving the task to the same two or three people.
2. All Staging, Flags, Screens, Projectors, Props, Awards, Prizes, etc. to be set up and ready for presentation one hour prior to the curtain rising or time of the event commencement.

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3. All committee briefings shall be completed one hour prior to the commencement time of the event.
4. Color Guard Commander to have completed the CG rehearsal prior to the event based upon the CG plan developed by the CG Commander and MC.
5. All members of the CG shall be present to Take-Down the CG flags and props.

### **COMPATRIOT / GUEST PROTOCOL**

1. We are reminded that the Youth Awards Gala is being held to celebrate the contest winners. All Compatriots are encouraged to take tables and seating about the periphery of the room reserving the prime seating for honored guests and their families.
2. Compatriots and their family members are requested to mingle during the pre-event reception with the honored guests and their families—cordiality should be a hallmark of all SAR Events.

### **SUMMARY**

Discussion of the guidelines contained herein is invited by all members of the Poster & Brochure Committee Members.

As always, recommendation for improvement of the experience for the students is a priority.

In the same fashion, the process of effective contest administration is important to the communication within the chapter.

While financials are always of significance—they need not be a part of this discussion. As noted in #1 above the budget is set to facilitate the expenses incurred in pursuing the expanded program and celebrations.

Should there be a need for props, equipment, presentation materials for enhancement of the experience then budgetary consideration is available upon presentation of a detailed proposal outlining the cost to chapter and benefits to the Youth Education process.

See Sample Program in Appendix-1.

**APPENDIX—1**

**Preliminary Agenda/Itinerary for Awards Celebration Gala**

**Reception** – 1745 thru 1815 Hours

**Maître d'Hôtel's Call to the Dining Room**

- ✓ Call to Order – 1815 Hours
- ✓ Presentation of Colors
- ✓ Pledge of Allegiance And Singing Of The National Anthem
- ✓ SAR Pledge
- ✓ Presenting his Excellency General George Washington
- ✓ Greetings & Introduction of Distinguished Guests
- ✓ MIA/POW Remembrance
- ✓ Invocation & Grace

**Dinner** – 1830 Hours

**Introducing The Youth Committee Chairmen** – 1915 hours

- ✓ Americanism Elementary School Poster Contest Winners
- ✓ Sgt. Moses Adams Memorial Middle School Brochure Contest
- ✓ George S. And Stella M. Knight Essay Contest
- ✓ Author M. And Berdena King Eagle Scout Award
- ✓ D. G. High – Joseph S. Rumbaugh Historical Oration Contest
- ✓ Dr. Tom And Betty Lawrence American History Teacher Award
- ✓ ROTC / JROTC Recognition Program

**Special Recognitions, Presentations and Announcements**

**Closing Comments** – 2015 Hours

**Benediction & Closing Prayer**

**Meeting Adjourned** – 2030 Hours

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**Appendix B – Standing Rules**

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**Appendix C – Calendar of Meetings and Events**