

Officer's Handbook
South Carolina Society
of the
Sons of the American Revolution
2014

Compiled by
Mark C. Anthony
State Secretary
2014-2015

Last Edited: 19 April 2014

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Introduction

The first iteration of the *Officer Handbook of the South Carolina Society, Sons of the American Revolution* was prepared by Compatriot Mark C. Anthony at the request of State Society Presidents Redding I. Corbett, III and Paul L. Grier in 2008. It is hoped that this reference will serve the needs of both current and future officers of the South Carolina Society.

This handbook is a living document that will incorporate revisions, corrections, additions, new programs, and future suggestions from both the membership of the South Carolina Society and with respect to dictates from the National Society Sons of the American Revolution.

This handbook will be maintained in an electronic format to allow for easy editing in the future. It will be primarily available through the website of the South Carolina Society.

The material within this handbook has been taken from numerous sources including the National Society and State Society websites, The Membership Roster of the SCSSAR published in 2003, *The Palmetto Patriot*, and other sources. Every attempt has been made to provide the proper attributions.

Since this handbook is taken from many sources, the South Carolina Society gives express permission to any user to copy as much of the material as they see fit to use. No copyright infringement is assumed.

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SECTION 1

A Short History of the South Carolina Society

The South Carolina Society was organized on April 18, 1889 in a room at the State House in Columbia. After the election of officers, the organizing group appointed delegates to the proposed National Convention in New York City to be held later in the month.

The national Society was organized on April 30, 1889. Those descendants of our brave ancestors, whose vision and courage gave us our great nation, formed a fraternal, patriotic, and civic organization to perpetuate the basic principles of freedom to honor our founding fathers. The name adopted by the organization was the Sons of the American Revolution.

The South Carolina Society began granting charters to chapters in 1923. As of April 2008, there are sixteen chapters promote the American spirit through fraternal meetings, commemorative observances of events and battles, educational materials, projects, lectures, tours, and publications. South Carolina is rich in historical events of the American Revolution. From the mountains to the coast, South Carolina experienced the most battles and skirmishes of the war. The sixteen chapters of our society sponsor annual anniversary ceremonies of many of the battles and events.

Relics of the Revolution may be found throughout the state in some federal and state parks, museums, and libraries. Markers are found in our countryside reminding us of the sacrifice of our ancestors. The Society seeks to mark graves of our Revolutionary ancestors.

Since the organization of the South Carolina Society, over 3,000 men have filled the membership ranks. The present membership is over 680.

The South Carolina Society of the Sons of the American Revolution joins in effort with the Daughters of the American Revolution, the Children of the American Revolution, and all patriotic and historical groups in keeping alive the ideals of our ancestors who gave us our United States of America.

Adapted from the text written by
Compatriot Dr. Lynwood D. Jordan, Sr.

Past Presidents of the South Carolina Society

1889 – 1890	HON. J. P. RICHARDSON	COLUMBIA	
<i>NO RECORDS EXIST</i>			
1911 – 1920	PAUL DRAPIER HAYNE	GREENVILLE	
<i>SOCIETY INACTIVE</i>			
1925 – 1931	MAJ. JOHN F. JONES	COLUMBIA	
1932 – 1938	ROBERT MOORMAN	COLUMBIA	
1939 – 1948	WALTER J. BRISTOW	COLUMBIA	
1949 – 1955	CHARLES P. SUMMERALL	CHARLESTON	
1956 – 1958	DR. BOYCE McL. GRIER	GREENWOOD	
1959 – 1960	ARTHUR P. McGEE	SUMMERSVILLE	
1961 – 1962	ELBERT A. FARLOW	MYRTLE BEACH	
1962 – 1963	DR. JOSEPH CUTCHIN	EASLEY	
1963 – 1964	EDWARD L. WRIGHT	COLUMBIA	
1965 – 1966	FRANK S. WRIGHT	SPARTANBURG	
1967 – 1968	COL. FRANCIS M. MACK	FORT MILL	
1969 – 1970	JOSEPH A. PIPPIN	MEGGETT	
1970 – 1971	WILLIAM D. SMITH	SPARTANBURG	
1972 – 1973	COL. HARTWELL T. BYNUM	CLEMSON	
1973 – 1974	LEON F. GARVIN	GAFFNEY	
1974 – 1975	B. BAYLES MACK	FORT MILL	LIVING
1975 – 1976	Lt. COL. SAMUEL S. WOOD	SPARTANBURG	
1977 – 1978	Lt. COL. GEORGE F. OLIVER	COLUMBIA	
1979 – 1980	WILLIAM BUFORD WORTHY	COLUMBIA	
1980 – 1981	JULIAN V. BRANDT, III	CHARLESTON	LIVING
1981 – 1982	JUDGE CHARLES M. PACE	SPARTANBURG	
1983 – 1984	WALTER TAYLOR BARRON, JR	CAMDEN	LIVING
1985 – 1986	GEORGE T. DESCHAMPS	COLUMBIA	
1987 – 1988	ALEX M. GEIGER	GASTON	
1989 – 1990	DAVID K. SUMMERS, JR	CAMERON	LIVING
1991 – 1992	WILLIAM T. ALLGOOD	SENECA	LIVING
1993 – 1994	NEIL E. BAER	WEST COLUMBIA	LIVING
1995 – 1996	DR. WILLIAM H. DARNELL	SALEM	
1997 – 1998	RONALD B. HORTON	GARDEN CITY	LIVING
1998 – 1999	COL. C. DEAN CULLISON	DATAW ISLAND	LIVING
2000 – 2001	DR. S. PERRY DAVIS, JR	PINWOOD	
2002 – 2004	JAMES R. COOK	AIKEN	LIVING
2004 – 2005	ERNEST J. SIFFORD, JR	CHARLESTON	LIVING
2005 – 2006	GREGORY H. OHANESIAN	BENNETTSVILLE	LIVING
2006 – 2007	CHARLES S. PORTER	GREENVILLE	LIVING
2007 – 2008	DR. REDDING I. CORBETT, III	COLUMBIA	LIVING
2008 – 2009	PAUL L. GRIER	HILTON HEAD	LIVING
2009 – 2010	DOUGLAS B. DOSTER	CAMERON	LIVING
2010 – 2011	REV. TED R. MORTON, JR	GREENWOOD	LIVING
2011 – 2012	MARK C. ANTHONY	GREER	LIVING
2012 – 2013	JOHN LEFFERTS RAMSEY	CHARLESTON	LIVING
2013 – 2014	CARROLL LOGAN CROWTHER	BEAUFORT	LIVING

2014-2015 South Carolina Society Officers

President	Daniel K. "Dan" Woodruff	Colonel Robert Anderson Chapter
Senior Vice President	Gregory A. Greenawalt	Colonel William Bratton Chapter
Low Country Vice President	James Y. "Jim" Robinson	Doctor George Mosse Chapter
Midlands Vice President	Douglas B. "Doug" Doster	Battle of Eutaw Springs Chapter
Piedmont Vice President	Norman B. "Norm" Pigeon	General James Williams Chapter
Pee Dee Vice President	Fredericke J. "Fred" Oakes	Colonel Lemuel Benton Chapter
Upstate Vice President	Robert H. "Bob" Krause	Colonel Robert Anderson Chapter
Vice President for Chapter Renewal & Revitalization	Wayne Cousar	Governor Paul Hamilton Chapter
Vice President for Chapter Formation & Development	Dr. Redding I. "Rick" Corbett III	Colonel Thomas Taylor Chapter
Secretary	Mark C. Anthony	Daniel Morgan Chapter
Treasurer	Greg Ohanesian	General Francis Marion Chapter
Genealogist	John L. Marker	Colonel William Bratton Chapter
Registrar	Carroll L. Crowther	Governor Paul Hamilton Chapter
Historian	Donny C. Carson	Daniel Morgan Chapter
Chaplain	Rev. Lawrence M. Peebles	General James Williams Chapter
Chancellor	Bryan D. Caskey	Colonel Thomas Taylor Chapter
National Trustee (2013-2014)	Douglas B. "Doug" Doster	Battle of Eutaw Springs Chapter
Alt. National Trustee (2013-2014)	Mark C. Anthony	Daniel Morgan Chapter
National Trustee (2014-2015)	Carroll L. Crowther	Governor Paul Hamilton Chapter
Alt. National Trustee (2014-2015)	Mark C. Anthony	Daniel Morgan Chapter

2014-2015 South Carolina Society Committee Chairmen

2014 Congress	Mark C. Anthony	Daniel Morgan Chapter
Americanism	Mark C. Anthony	Daniel Morgan Chapter
Audit	William C. "Bill" Prewitt	Major Gen Wm Moultrie Chapter
Bylaws	Dr. Redding I. "Rick" Corbett III	Colonel Thomas Taylor Chapter
C.A.R. Liaison	Douglas B. "Doug" Doster	Battle of Eutaw Springs Chapter
Colonial Ball	Greg Ohanesian	General Francis Marion Chapter
Color Guard	Robert H. "Bob" Krause	Colonel Robert Anderson Chapter
DAR Liaison	Rev. Theodore R. "Ted" Morton Jr.	Cambridge Chapter
Eagle Scout	Douglas B. "Doug" Doster	Battle of Eutaw Springs Chapter
Education	Douglas B. "Doug" Doster	Battle of Eutaw Springs Chapter
Historic Sites	Mark C. Anthony	Daniel Morgan Chapter
Knight Essay	Glenn Ohanesian	Colonel Lemuel Benton Chapter
Medals & Awards	Gregory A. Greenawalt	Senior Vice President
Membership & Retention	Gregory A. Greenawalt	Senior Vice President
Nominating	TBA	
Partners in Patriotism	John L. Marker	Colonel William Bratton Chapter
Patriot Graves	Patrick "Pat" Crowther	General Andrew Pickens Chapter
Patriot Medal	TBA	
Publicity & Communications	Gregory A. Greenawalt	Senior Vice President
ROTC / JROTC	Norman B. "Norm" Pigeon	General James Williams Chapter
Rumbaugh Oration	Dr. Redding I. "Rick" Corbett III	Colonel Thomas Taylor Chapter
SCSSAR Scholarship	Dr. Redding I. "Rick" Corbett III	Colonel Thomas Taylor Chapter
Webmaster (<i>appointed</i>)	Victor Compton	Colonel Robert Anderson Chapter
Editor (<i>appointed</i>)	Thomas C. "Tom" Hanson	Colonel Robert Anderson Chapter
Ladies Auxiliary	TBD	

Goals of the National Society of the SAR

The South Carolina Society supports the mission and goals of the National Society Sons of the American Revolution. These goals are stated as thus on the NSSAR website as well as in the National Handbook.

The Sons of the American Revolution is a historical, educational, and patriotic non-profit, United States 501(c)3 corporation that seeks to maintain and extend:

- the institutions of American freedom
- an appreciation for true patriotism
- a respect for our national symbols
- the value of American citizenship
- the unifying force of *e Pluribus Unum* that has created, from the people of many nations, one nation and one people

We do this by perpetuating the stories of patriotism, courage, sacrifice, tragedy, and triumph of the men who achieved the independence of the American people in the belief that these stories are universal ones of man's eternal struggle against tyranny, relevant to all time, and will inspire and strengthen each succeeding generation as it too is called to defend our freedoms on the battlefield and in our public institutions.

Application Procedure

All prospective members must apply for membership in the society using SAR watermarked, archival paper or the SAR watermarked application form. The following is a brief description of the application process:

- 1) An applicant contacts the local chapter or the state society regarding possible membership. If the contact is with the state society, the applicant will be referred to the closest chapter.
- 2) The chapter registrar, or other chapter officer, contacts the applicant and assists in preparing the application and the required documentation. *As a note, only one (1) copy of the supporting documentation is required while two (2) original copies of the application are required.*
- 3) The applicant prepares a check to accompany the application package in an amount sufficient to cover both the respective chapter dues plus \$125.00 to cover both state and national dues and fees made payable to the SCSSAR.
- 4) The chapter registrar forwards the application package and check to the State Registrar after confirming that both copies of the application have three (3) signatures – (1) the applicants, (2) the sponsor, and (3) the co-sponsor.
- 5) The State Registrar reviews the application package upon receipt. If there are any deficiencies or errors, the State Registrar contacts the applicant and/or chapter registrar to remedy them. If the application package is sufficient, the State Registrar signs both application copies and forwards the application package to the State Secretary.
- 6) The State Secretary signs both copies of the application twice and completes the required National Transmittal Form as a cover sheet for the application package. He then prepares a check from the State Society to cover the required National Dues and Application Fee (a single check if multiple applications are being sent). The check(s) from the applicant(s) is (are) then forwarded to the State Treasurer for deposit along with a copy of the complete Transmittal Form.
- 7) Once the application is approved by the National Office, the State Secretary receives the New Member package, issues a South Carolina State Number, prepares a welcome letter from the state society, and obtains the required signatures on the new member's certificate.
- 8) The State Secretary then makes a copy of the signed certificate and prepares a file on the new member before mailing the welcome package to the new member. A copy of the welcome letter is forwarded to the president and secretary of the chapter to which the new member is assigned to notify them so that the new member can be properly inducted.
- 9) If the application is not approved by the National Office and the applicant does not wish to continue the application process, the State Treasurer will be notified by either the State Secretary or the State Registrar so that the dues payment can then be refunded. The society will retain the application fee.

SECTION 2

Chapters of the South Carolina Society

<u>Chapter</u>	<u>Service Area</u>	<u>Chartered</u>	<u>Reorganized</u>
Colonel William Bratton	Rock Hill	December 1923	March 1964; January 2003
Major Thomas Young	Union	December 1923	DISBANDED
Philemon Waters **	Newberry	January 1924	DISBANDED
Colonel Thomas Taylor	Columbia	1924	1939; 1959; 1975
General Andrew Pickens	Anderson	1925 (in Greenville)	May 1967; 1979 1987 – moved to Anderson
Daniel Morgan	Spartanburg	1926 (as Spartanburg Chapter)	Renamed May 9, 1949; April 1957
Major General William Moultrie	Charleston	April 1939 (as Citadel Chapter)	Renamed Citadel-Charleston Chapter in 1950s; 1980; Renamed 1998
Cambridge	Greenwood	1957	1975; 2003
Battle of Eutaw Springs	Orangeburg	February 1969	
General Francis Marion	Florence	November 1979	
Colonel Matthew Singleton	Sumter	February 1980	
Colonel Lemuel Benton	Myrtle Beach	March 1983	
Doctor George Mosse	Hilton Head Island	October 1984	
Colonel Robert Anderson	Greenville	February 1987	
Governor Paul Hamilton	Beaufort	April 1989	
Henry Laurens	Aiken	August 1993	
Colonel Joseph Kershaw	Camden	18 April 2008	Reorganized General Thomas Sumter Chapter that existed from 1993-2005
General James Williams	Clinton	18 April 2008	
Godfrey Dreher	Lexington	10 October 2009	
Colonel Philemon Waters **	Newberry	10 June 2014	Began reorganization in 2013
Thomas Lynch	Georgetown	10 June 2014	New chapter start

Chapters were divided into Areas administered by Area Vice Presidents and defined by an assigned number. Areas were re-designated as Regions in January 2008 named to better describe the territory served by each Region Vice President.

LOW COUNTRY REGION	Doctor George Mosse Chapter	Hilton Head Island
	Governor Paul Hamilton Chapter	Beaufort
	Major General William Moultrie Chapter	Charleston
MIDLANDS REGION	Battle of Eutaw Springs Chapter	Orangeburg
	Godfrey Dreher Chapter	Lexington
	Colonel Joseph Kershaw Chapter	Camden
PEE DEE REGION	Colonel Thomas Taylor Chapter	Columbia
	Colonel Lemuel Benton Chapter	Myrtle Beach
	General Francis Marion Chapter	Bennettsville
PIEDMONT REGION	Matthew Singleton	Sumter
	Thomas Lynch	Georgetown
	Cambridge Chapter	Greenwood
UPSTATE REGION	Colonel Philemon Waters	Newberry
	General James Williams Chapter	Clinton
	Henry Laurens Chapter	Aiken
UPSTATE REGION	Colonel Robert Anderson Chapter	Greenville
	Colonel William Bratton Chapter	Rock Hill
	Daniel Morgan Chapter	Spartanburg
	General Andrew Pickens Chapter	Anderson

SECTION 3

Constitution of the South Carolina Society

As Amended on APRIL 5, 2014

ARTICLE I - Name, Authority & Jurisdiction

Section 1: The name of this organization shall be the South Carolina Society of the Sons of the American Revolution.

Section 2: This organization was organized April 17, 1889 and is a chartering member of the National Society of the Sons of the American Revolution operating in a manner consistent with the authority and limitations outlined in Bylaw 2 of the National Society of the Sons of the American Revolution

Section 3: The jurisdiction of this Society shall be the territorial limits of the State of South Carolina unless otherwise directed by the National Society of the Sons of the American Revolution.

ARTICLE II - Objectives

The objectives of this Society 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

Any male shall be eligible for membership in this Society being a citizen of good repute in the community, is the lineal descendant of an ancestor who was at all times unflinching in loyalty to, and rendered active service in the cause of American Independence either as an officer, soldier, seaman, marine, militiaman or minuteman, in the armed forces of the Continental Congress or any one of the several Colonies or States, as a Signer of the Declaration of Independence, as a member of a Committee of Safety or Correspondence, as a member of any Continental, Provincial or Colonial Congress or Legislature, as a foreign national of, but not limited to, France, Germany, Poland, Spain, Sweden or Switzerland who rendered service in the cause of American Independence or as a recognized Patriot who performed actual service by overt acts of resistance to the authority of Great Britain, provided, however, that no person advocating the overthrow of the Government of the United States by use of force or violence shall be eligible for membership in the Society.

Article IV – Administration of the State Society

Section 1: General Administration

The administration of the general affairs of the Society shall be entrusted to the Board of Governors, the Executive Committee, and the Officers of the Society. Whenever the Board of Governors is not in session, the administration of the Society shall be vested in the Officers or the Executive Committee.

Section 2: Board of Governors

- (a) The Board of Governors shall consist of the National Trustee, the Alternate National Trustee, the elected officers of the Society during their terms of office, all living past presidents of the Society, and two members from each Chapter in the Society consisting of the chapter president and one additional member selected by the Chapter, and the chairs of each committee appointed by the President of the Society.

- (b) The Board of Governors shall perform such duties as defined by the Constitution and Bylaws and as may be committed to it at any meeting of the Society.
- (c) The Board of Governors or President of the Society may delegate specific duties or responsibilities to permanent and ad hoc committees as established by either party. The President shall appoint the chairman and approve the membership of each committee, except where such chairmanship and membership is defined within the Constitution and/or Bylaws. The following permanent committees have been established by the State Society.
 - i. Americanism
 - ii. Historic Sites
 - iii. Medals & Awards
 - iv. Membership & Retention
 - v. Nominating
 - vi. Patriot Graves
 - vii. Patriot Medals
 - viii. Publicity & Communications

Section 3: Executive Committee

- (a) The Executive Committee shall consist of the President, Senior Vice President, Secretary, Treasurer, and a Past President of the Society appointed by the President.
- (b) The Executive Committee shall be the custodian of all property, real and personal, belonging to the Society. The Executive Committee shall meet from time to time as necessary between the meetings of the Board of Governors to manage the business and affairs of the Society and perform such duties as may be committed to it by any meeting of the Society, provided, that it shall not have power to sell, convey, or encumber any real estate belonging to the Society or incur any liability other than for ordinary current expenses, except when it be ordered at a meeting of the Society by a two-thirds (2/3s) vote of the members present.
- (c) Any actions of the Executive Committee shall be subject to ratification at the subsequent meeting of the Board of Governors.

Section 4: Officers

- (a) The officers of this Society shall be a President, a Senior Vice President, five (5) regional Vice Presidents, a Vice-President for Chapter Renewal and Revitalization, a Vice-President for Chapter Formation and Development, a Secretary, a Treasurer, a Registrar, a Chaplain, an Historian, a Chancellor, and a Genealogist.
- (b) The officers shall be elected by a majority vote of the members present at the annual meeting of the Society; and shall hold office for one year or until their successors are qualified, elected, and installed.
- (c) The officers shall serve without compensation in such capacities except for the reimbursement of ordinary expenses incurred in the performance of their office as provided for in the annual budget of the Society.
- (d) The duties of the officers shall be such as their titles shall, by custom, indicate and as may be defined within the Bylaws of the Society or as assigned by the President, the Board of Governors, or the Executive Committee.
- (e) No officer of the South Carolina Society shall hold any elective or ex officio office of any other State Society.

Section 5: National Officers and Delegates

- (a) National Trustee: The Society shall nominate one (1) member each year to be elected by the Annual Congress of the National Society of the Sons of the American Revolution to serve as National Trustee. The National Trustee shall be considered the Head Delegate to the Annual Congress from the Society.
- (b) Alternate National Trustee: The Society shall nominate one (1) member each year to be elected by the Annual Congress of the National Society of the Sons of the American Revolution to serve as Alternate National Trustee.
- (c) Delegates to Annual Congress: The Society shall elect a Delegate At Large to attend the Annual Congress of the National Society of the Sons of the American Revolution and such other Delegates

as it may be entitled to as defined and assigned by the National Society. Said delegates to be selected in the manner prescribed by the Constitution and Bylaws of the National Society.

Article V – Meetings and Quorum

Section 1: Board of Governors Meetings

- (a) The Board of Governors shall meet at least quarterly, including the Annual Meeting. The normal quarterly meeting shall be on the third Saturday of each quarter except when such dates conflicts with a National Society event, commemoration, or religious holiday. In the event of a conflict the State President shall have the discretion to move the date of the meeting by seven (7) days.
- (b) The business of the Board of Governors Meeting shall consist of the reception of quarterly activity reports by the officers, chapters, and committee chairmen as well as other such business that needs to be transacted unless specifically defined within another meeting.

Section 2: Annual Meeting

- (a) The Annual Meeting of the Society shall be held each year between January 1 and forty (40) days prior to the Annual Congress of the National Society of the Sons of the American Revolution on a date, excepting Easter weekend, and at a place designated by vote of the Board of Governors.
- (b) The business of the Annual Meeting shall consist of the reception of the annual reports of the officers, chapters, and committee chairmen, the election and installation of officers, the amendment of the Constitution and Bylaws, and any other business that needs to be transacted.
- (c) Notice of the Annual meeting will be given to each member within the Spring Edition of The Palmetto Patriot at least thirty (30) days prior to the meeting specifying time and place.
- (d) The Annual Meeting shall conclude with an Awards Banquet, the Installation of Officers, and an address by the incoming State President.

Section 3: Special Meetings

- (a) Special meetings may be called by the President, and shall be called by him when so directed by the Board of Governors or when so requested by fifteen (15) members of the Society representing at least twenty-five (25%) of the Chapters in the Society.
- (b) Notice of a Special Meeting must be given to each member specifying the date and place of the meeting as well as the business to be transacted at least seven (7) days prior to the meeting. This notice can include, but is not limited to, publication in The Palmetto Patriot or a notice mailed to each member whether by regular mail or by electronic format.
- (c) The business of a Special Meeting shall be limited to the business published in the required meeting notice.

Section 4: Quorum

- (a) Provided that no member can be counted more than once in establishing the quorum, a quorum will be defined as having a minimum of fifty percent (50%) of the elected officers including either the President or Senior Vice President and at least one (1) representative from twenty-five percent (25%) of the chapters of the Society.
- (b) A quorum shall be established at the beginning of a meeting. In the event of the failure to meet a quorum, the only action that can be taken is an adjournment.

ARTICLE VI - Amendments

This Constitution may be altered or amended by a two-thirds vote at an Annual or Special Meeting of the membership of the society, provided that notice of such proposed amendment shall have been sent to each member at least fifteen (15) days prior to the said meeting.

SECTION 4

By Laws of the South Carolina Society

As Amended on APRIL 5, 2014

BYLAW 1: Membership

Section 1: Classifications of Membership

- (a) A Regular Member shall be any male member of the age of eighteen (18) years and over, excepting those members described in Subsections (2) through (4) of this Paragraph, who meets all requirements for membership as defined in this Constitution and Bylaws of the South Carolina Society.
- (b) A Junior Member shall be any male member under the age of eighteen (18) years who has met all requirements for membership as defined in this Constitution and Bylaws of the South Carolina Society.
- (c) A Youth Registrant shall be a male under the age of eighteen (18) years who was approved and accepted under this program which has since been discontinued through action of the National Society. No new memberships shall be granted within this category and all existing members shall be grandfathered until they are no longer eligible for this designation.
- (d) A State Emeritus Member designation shall be granted to any member of the South Carolina Society, who is in good standing (a) upon the attainment of ninety (90) years of age or (b) upon the payment of fifty (50) years of regular member state dues cumulatively from the date of approval. State Emeritus Members shall be absolved from paying annual State Society dues for the remainder of their natural life. National and chapter dues shall still apply.
- (e) A State Life Member designation shall be granted to any member of the South Carolina Society, who is in good standing, as defined in Section IV of this Article.
- (f) A Memorial Membership designation shall be granted to a deceased male of the same family, providing that the deceased is not prior to the second generation from the generation of the current member in good standing, whose application has been approved by the National Society and upon payment of a one-time fee equal to ten (10) times the annual dues of the Society.
- (g) A Dual Member designation shall be granted to any member of another society who wishes to obtain membership within this Society upon furnishing evidence of the member's good standing in their primary state society. Members of this Society may obtain Dual Memberships in other State Societies in accordance with those society's established procedures.
- (h) The official designation and form of address for a member of the South Carolina Society shall be "Compatriot."

Section 2: Application for Membership

- (a) Application for membership in the South Carolina Society shall be made through the Secretary of this Society in accordance with the applicable articles and sections of the Constitution and Bylaws of the National Society upon submission of duplicate, original applications on the proper form and paper prescribed by the National Board of Trustees, a single copy of supporting documentation and accompanied by the proper application fees and dues for the current year. In the event an application is rejected, all dues will be refunded.
- (b) An applicant for membership must be endorsed by two (2) members of this Society who are currently in good standing.
- (c) The application must first be reviewed by the Chapter Registrar and/or Genealogist prior to submission to the State Registrar who will then review and endorse the application prior to remitting same to the State Secretary who will review and endorse the application, officially accepting it on behalf of this Society before remitting the application to the National Society for final review and approval.
- (d) Membership within the South Carolina Society is expected to be through a local chapter, but may be granted on an At Large basis if no local chapter is available, residence outside the State of South Carolina, as a holding place for members forming a new chapter or if reasons of health or disability prevent active chapter membership.

- (e) Male members of the Children of the American Revolution may apply for membership in this Society at any time. Such application shall consist of a Certificate of Good Standing, which shall be accepted in lieu of an application fee, provided that the request is submitted no later than one (1) year after his twenty-first (21st) birthday. Such transfers shall pay the prescribed dues and National fee for their membership certificates.
- (f) Any son of a member of this Society, or the son of a member of the Daughters of the American Revolution, who is between the ages of eighteen (18) and twenty-five (25), may be admitted without payment of the admission fee, provided that his parent is a member in good standing, or if deceased, was a member in good standing at the time of death. Such applicant shall pay the prescribed dues and National fee for their membership certificates.

Section 3: Changes in Membership

- (a) Members who are able to establish their eligibility for membership on more than one (1) ancestor may submit Supplemental Applications for each additional ancestor using the prescribed application form, in duplicate, providing a single copy of supporting documentation and submission of the appropriate application fees to the State Registrar for review and endorsement prior to submission to the State Secretary.
- (b) Members may be dropped from good standing, and thus membership within this Society, if they fail to remit the required annual dues payments as billed each year and proper notification of such action from the State Secretary.
- (c) A member may reinstate their membership upon the submission of a written request upon the prescribed form by the National Society and payment of current dues and the established state reinstatement fee.
- (d) A member may transfer his membership either into another State Society or from another State Society, provided that he is in good standing at the time of the transfer request, upon submission of the appropriate Transfer of Membership form as prescribed by the National Society and upon submission of the appropriate dues payments.
- (e) A member in good standing may resign his membership at any time upon written notification to the State Secretary.

Section 4: State Life Membership Program

- (a) The State Life Membership Program is provided as method for members in good standing to pre-pay their annual state dues at a rate equal to 50% of the total annual dues owed for the period from their current age to age ninety (90). If a member is below the age of forty (40), they shall pay the rate equivalent to that of a forty (40) year old member.
- (b) Eligibility for State Life Membership is open only to members who are also National Life Members. Application for both Life Membership Programs may be made concurrently.
- (c) Any member enrolled in the State Life Membership Program shall be responsible for the continued payment of any chapter dues and any special assessments as may be adopted by the South Carolina Society from time to time.
- (d) Any member enrolled in the State Life Membership Program shall not be responsible for paying any difference between the annual dues rate at the time of enrollment and any higher annual dues rate as may be adopted at some point in the future.
- (e) The State Life membership is not transferrable to other state societies or any successors or heirs, nor shall any refund of the initial fee be made if the member dies prior to reaching age ninety (90).
- (f) Upon reaching age ninety (90), State Life Members shall be granted the State Emeritus Member designation as defined in Section II, Paragraph 3.

BYLAW 2: Dues

Section 1: The annual dues of this Society will be determined from year to year by the Executive Committee with approval of the Board of Governors.

Section 2: The Executive Committee may, in its discretion, remit the annual dues of any member.

Section 3: Any Chapter in this Society may assess and collect from its members such dues as it may deem advisable beyond the minimum described in Section 1 of this Article.

Section 4: The fiscal year of this Society shall conform to that of the National Society.

BYLAW 3: Chapters

Section 1: A Chapter of this Society shall consist of a minimum of ten (10) members in good standing, residing in a specific community within the jurisdiction of the Society.

Section 2: Each chapter shall regulate all matters, including membership, pertaining to its own affairs, subject to the provisions of the Constitution and Bylaws of this Society and the National Society of the Sons of the American Revolution.

Section 3: Ten (10) or more members of this Society, residing in any community within the Society's jurisdiction where a Chapter does not exist or a former chapter has become inactive, may organize themselves into a Prospective Chapter of this Society upon the approval of the Executive Committee. The Prospective Chapter shall be under the supervision of the Vice President for Chapter Formation and Development and shall be subject to the provisions of the Constitution and Bylaws of both this Society and the National Society Sons of the American Revolution.

Section 4: Application for a Chapter Charter shall be by written petition to the Executive Committee, setting forth the location of the Chapter, the name of the Chapter, the names of the chartering members at the time of the petition, the definition of the chartering period, the names of the chapter officers and a copy of the Bylaws of the Chapter. The Executive Committee shall review the written petition in consultation with the Vice President for Chapter Formation and Development and either recommend adoption by the Board of Governors or return the petition with recommended changes.

Section 5: All petitions for Chapter Charters shall be approved by the Board of Governors by a two-thirds (2/3s) affirmative vote of all members present and voting at a meeting of the Board of Governors. Presentation of the Charter shall be made at a time, date and place to be determined by the new Chapter.

Section 6: Chapter Charters may be revoked for cause by a two-thirds (2/3s) affirmative vote of the Board of Governors at either a regularly scheduled meeting or at a specially called meeting.

Section 7: Each chapter shall at a minimum:

- (a) Notify the State Secretary of the election and/or appointment of all chapter officers no later than thirty (30) days of said election/appointment. This notification shall be in writing and include the names of the officers, date of election/appointment and a signed copy of the Conflict of Interest Acknowledgement Form.
- (b) Notify the State Secretary of the death of any member of the chapter upon learning of said death.
- (c) Provide a written report of all chapter activities on a form provided by the State Secretary by the stated deadline for each quarterly Board of Governors Meeting and Annual State Meeting.
- (d) Send the minimum representation as defined by the Constitution and Bylaws of this Society to the announced meetings of this Society.
- (e) Perform other such duties or requirements of this Society as defined by the Board of Governors and/or Executive Committee from time to time.

Section 8: Chapter membership shall not in any way change the relations of members to the State Society, nor impair obligations of the payment of dues and other such assessments or obligations as defined by the Constitution and Bylaws of the Society.

BYLAW 4: Officers

Section 1: The duties of the officers of the Society shall be such as usually appertain to their offices, and they shall have such other duties as are hereinafter imposed and such powers as shall be delegated to them by an Annual or Special Meeting of the Society, the Board of Governors, or the Executive Committee.

Section 2: No member shall be eligible for nomination as a Regional Vice President, the Senior Vice President or President who has not (a) been a member of the Board of Governors for at least two (2) years prior to nomination, (b) attended at least two-thirds (2/3) of the quarterly state meetings including both annual state meetings during that two (2) year period, and (c) who has committed to attend seventy-

five percent (75%) of the meetings during his tenure in office excepting that the attendance provisions may be waived by the Nominating Committee in the event of consideration of health or family matters.

Section 3: The President, in addition to his general duties, shall maintain a general supervision over the affairs of the Society; he shall appoint all committees unless otherwise provided for, and shall be chairman of the Board of Governors and a member of all committees. The President will be considered the designated National Trustee nominee under normal circumstances.

Section 4: The Senior Vice President

- (a) The Senior Vice President shall assist the President in the general supervision of the affairs of the Society and shall represent the Society at Chapter meetings or other affairs when the President is unable to attend.
- (b) In the absence of the President, he will preside over meetings of the Society and, in the event of death, disability or resignation of the President, he will assume the duties of the President until a new President is elected at a special meeting of the Society. Such service as an interim president shall not disqualify the Senior Vice President from serving a full term as President at the conclusion of his term as Senior Vice President.
- (c) The Senior Vice President will be considered the designated nominee for President under normal circumstances. No member of the Society shall be nominated for Senior Vice President unless he has served at least one (1) term in another office of the Board of Governors within the past five (5) years.

Section 5: The Regional Vice Presidents shall seek in every manner to promote the interest and activities of the State Society; visit and be responsible for the chapters in his area including, but not limited to, consulting with chapters on methods to revitalize the chapter from time to time; encourage and assist the Vice President of Chapter Formation and Development in the formation of new chapters and the enrollment of new members and training of new chapter officers.

Section 6: The Vice President for Chapter Renewal and Revitalization shall direct and assist chapters having difficulties either (a) at the written request of a minimum of three (3) chapter members detailing specific areas of difficulty, (b) at the direction of the SCSSAR Executive Committee or (c) when the chapter fails to have representation at three (3) consecutive Board of Governors meetings inclusive of the Annual State Meeting.

Section 7: The Vice President for Chapter Formation and Development shall guide, direct and assist in the formation of new chapters within the Society. He shall provide a written assessment including a recommendation to the Executive Committee when a provisional chapter submits its chartering petition. He shall serve as an advisor to these chapters as an ex officio member of the chapter's executive committee for one (1) year after the Charter is approved.

Section 8: The Secretary shall have charge of all the records of the society, shall give notice of all meetings of the Society, Executive Committee or Board of Governors and shall give due notice to all State Officers, and Chapters of all votes, orders and proceedings affecting or appertaining to their duties. The Secretary shall obtain name and address mailing labels as required for all members, a local permit for bulk mail and distribute the Palmetto Patriot newsletter. He shall provide a list of the new members to update the State Society Roster annually. He shall distribute all pamphlets, circulars, rosettes, and supplies as directed by the Board of Governors. He shall also serve as Secretary of the Board of Governors. He shall issue certificates of membership to members entitled thereto.

Section 9: The Treasurer shall have custody of the General Fund of the Society. He shall collect all money due the Society, including application fees and dues, and keep account of the same. He shall pay to the Treasurer General the annual dues as required by the National Society. He shall keep a true account of his receipts and expenditures. He shall deposit all uninvested funds in the name of the South Carolina Society of the Sons of the American Revolution in a reliable bank or savings institution. He shall prepare and submit a budget for approval and adoption at the Annual Meeting. General budget line items may only be added to the budget at the Annual Meeting of the Society. Expenditure of funds for

items not budgeted for may only be made from the General Fund, any Contingency Fund, Special Designated Fund, or gifts to the Society upon a two-thirds (2/3) vote of the Board of Governors.

Section 10: The Registrar shall examine all applications for membership and if found acceptable approve them before submission to National Headquarters for final approval and registration. A duplicate copy of all applications of all members shall be retained for the records of this Society by the Secretary or the Registrar. The Secretary, or Registrar, shall keep a Register of the names and dates of election, transfer, resignation and death of all active members.

Section 11: The Chaplain (preferably a regular ordained minister) shall open and close meetings of the Society with the services usual and proper for such occasions.

Section 12: The Historian shall have the care and custody of all historical papers, manuscripts and documents belonging to and pertaining to the Society, and shall keep a correct list of the same including, but not limited to, collecting copies of *The Palmetto Patriot*, chapter newsletters, minutes of the state and chapter meetings, and all other material related to the activities and events of the Society. He shall endeavor to be present at all exercises of the Society, and call attention to, and give information regarding, points of historic interest. He shall keep records of his historical and commemorative meetings, and shall supervise the preparation and printing of any historical publications of this Society. He shall be a member of the Americanism Committee. He shall prepare a summary of activities for presentation at the annual State Convention.

Section 13: The Chancellor shall be an attorney at law and shall give opinions on legal matters affecting the Society when such questions are referred to him by the proper officers. The Chancellor shall act as the Parliamentarian at all meetings of the Society.

Section 14: The Genealogist shall provide assistance to prospective members in preparing applications and in reviewing applications when requested by the Registrar or Secretary.

BYLAW 5: Permanent Committees

The following permanent committees have been established by the State Society with their duties delineated in the South Carolina Society Handbook. The composition of each permanent committee is defined as follows.

- (a) Americanism – The committee shall consist at a minimum of the chairman appointed by the State President, the State Historian and one (1) other member.
- (b) Historic Sites – The committee shall consist at a minimum of at least one (1) member from each region of the State as appointed by the State President. The State President shall appoint the chairman.
- (c) Medals & Awards – The committee shall consist at a minimum of the Senior Vice President, who shall be the chairman of the committee, the State Secretary and at least one (1) member from each region of the state as appointed by the State President.
- (d) Membership & Retention – The committee shall consist at a minimum of the Senior Vice President, who shall be the chairman of the committee, the State Secretary and the Regional Vice Presidents.
- (e) Nominating – The committee shall consist of seven (7) members of which three (3) shall be elected by the Board of Governors at the October meeting and four (4) appointed by the State President such that each region of the state shall have at least one (1) representative. The committee shall elect its own chairman. The State Secretary shall serve as an advisor to the committee.
- (f) Patriot Graves – The committee shall consist at a minimum of at least one (1) member from each region of the State as appointed by the State President. The State President shall appoint the chairman.
- (g) Patriot Medal – The committee shall consist of five (5) former recipients of the Patriot Medal appointed by the State President with one (1) representing each region of the state. The committee shall elect its own chairman.
- (h) Publicity & Communications – The committee shall consist at a minimum of the Senior Vice President, who shall serve as chairman, the Webmaster and the Editor of The Palmetto Patriot.

BYLAW 6: Special Funds

Section 1: There are three (3) special funds of the State Society: (1) the Education Fund, (s) the Colonial Ball Fund and (3) the 2014 Congress Fund. Proceeds from the former Endowment Trust Fund and Life Membership Fund are to be transferred to the General Fund so as to eliminate the annual need to disburse funds to the General Fund. The functions of these funds are defined in the following sections.

Section 2: The Education Fund will receive contributions from members and non-members. The proceeds of the Fund shall be used to promote the educational goals of the Society.

Section 3: The Colonial Ball Fund will receive all fees paid for participation in the Colonial Balls sponsored by the Society as well as any contributions made specifically to the Ball or the Fund. The Fund shall be used to pay for costs incurred in producing the Colonial Ball. Proceeds of the Ball shall be used to fund the SCSSAR Scholarship Contest.

Section 4: The 2014 Congress Fund will receive all dues surcharges, donations and fund-raising proceeds related to the 2014 National Congress. The funds shall be used to pay all expenses owed by the Society incurred in the planning and execution of said Congress.

Section 5: The Special Funds of the Society shall be in the custody of the State Treasurer. The State Treasurer shall keep an accurate accounting of all funds, revenues and expenses related to the Special Funds to be reported on at Board of Governors and the Annual State Meetings. Special Fund accounts may be audited by person(s) selected by the Board of Governors at any time.

Section 6: Properties may be retained in the form received or converted to cash, in the considered judgment of the Treasurer. Investments will be insured accounts and expenditures will be made only as provided in Sections 2 through 5 above, or as directed by the Executive Committee or Board of Governors.

BYLAW 7: Elections

Section 1: Nominations for officers and the National Trustee shall be made by the Nominating Committee provided for in Article IV, Section 2 (c) of the Constitution. Additional nominations may be made from the floor at the time of the election.

Section 2: Election of officers shall be by ballot at the Annual Meeting, and a majority of all votes cast shall be required for election.

Section 3: The term of office shall be for one year and until a successor shall be elected.

Section 4: Vacancies occurring during the year shall be filled by presidential appointment.

Section 5: Voting by proxy shall not be permitted.

Section 6: Members in good standing with the Society shall be entitled to attend and vote at the Annual Meeting of the Society and at any properly called meeting of the Society unless specifically prohibited by National or State Bylaws. Such voting members must be registered and pay any applicable fees prior to the meeting. No member shall be allowed to cast more than one ballot irrespective of hold multiple offices on a chapter, state, or national level. The presiding officer shall be allowed to vote in any meeting.

BYLAW 8: Order of Business of the Annual Meeting

- (1) Calling the meeting to order by the President.
- (2) Opening prayer by the Chaplain.
- (3) Pledge to the SAR.
- (4) Address by the President.
- (5) Appointment of necessary committees.
- (6) Reading minutes of last meeting.
- (7) Reports of Officers.
- (8) Reports of Committees.

- (9) Unfinished business.
- (10) New business.
- (11) Address by Special Guests.
- (12) Election of Officers.
- (13) Installation of Officers.
- (14) Adjournment and Benediction.

Provided that the President may suspend this order of business.

BYLAW 9: Parliamentary Authority

The Parliamentary Authority for all meetings of the Society, the Board of Governors and Committees shall be Robert's Rules of Order, Recently Revised, except as otherwise provided by this Constitution and Bylaws.

BYLAW 10: Amendments

The Bylaws may be altered or amended by a two-thirds vote at an Annual or Special meeting of the membership of the Society provided that notice of such proposed amendment shall have been sent to each member at least fifteen (15) days prior to the said meeting.

SECTION 5

Policies of the South Carolina Society

As Adopted on APRIL 6, 2013

All policies adopted by the South Carolina Society are applicable to each chapter and member. Required reporting forms are available on the South Carolina Society website or from the State Secretary.

POLICY 1: CONFLICT OF INTEREST / CODE OF ORGANIZATIONAL CONDUCT

SECTION 1: PURPOSE

The South Carolina Society, Sons of the American Revolution (South Carolina Society) is a not-for-profit, tax-exempt organization. Maintenance of its tax-exempt status is important for both continued financial stability, public and member support. Therefore, the Internal Revenue Service, as well as other regulatory agencies, tax officials and other stakeholders view the policy and operations of the Sons of the American Revolution (SAR) as a public trust, which is subject to scrutiny by and accountable to such authorities as well as its constituents.

Consequently, there does exist between the South Carolina Society and its officers, committee chairmen, executive committee members, committee members, and the general public a fiduciary duty that carries with it a broad and clear duty of fidelity and loyalty. The officers, committee chairmen, executive committee members, and committee members have the responsibility to administer the affairs in an honest and prudent manner, exercising the best skill, abilities and judgment for the sole benefit of the South Carolina Society. Those persons who serve in leadership capacities shall exercise good faith in all matters and transactions, and shall refrain from practices that allow personal gain or benefit due to knowledge or influence. The interest of the SAR shall be the priority in all decision and actions.

SECTION 2: PERSONS CONCERNED

This code and statement is intended for all officers, committee chairmen, executive committee members, and others so determined by the board of governors of the South Carolina Society. All persons who may influence decisions of the South Carolina Society may be added at any time.

SECTION 3: AREAS OF POTENTIAL CONFLICT

Conflicts may arise in relations to officers, committee chairmen, and executive committee members, with any of the following third parties.

- 1) Persons and firms supplying goods and services to the South Carolina Society.
- 2) Persons and firms from whom the South Carolina Society leases property or equipment.
- 3) Persons and firms with whom the South Carolina Society is maintaining or plans to maintain a business relationship that involves the sale of real estate, securities or other property.
- 4) Other organizations.
- 5) Donors and others supporting the South Carolina Society.
- 6) Agencies, organizations, and associations that affect the operations of the South Carolina Society.
- 7) Family members, close associates and other employees.

SECTION 4: NATURE OF CONFLICT OF INTEREST

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such interest may arise from the following activities:

- 1) Owning stock or holding debt or other proprietary interest in a third party dealing with the South Carolina Society.
- 2) Holding office, serving on the board, participation in management, or being otherwise employed or previously employed with any third party who conducts business or intends to conduct business with the South Carolina Society.
- 3) Receiving remuneration for services with respect to individual transactions involving the South Carolina Society.

- 4) Using the time, personal, equipment, good will or other resources of the South Carolina Society for activities other than approved activities, programs, and functions.
- 5) Receiving personal gifts, professional opportunities or loans from third-party vendors conducting business or intending to conduct business with the South Carolina Society. Receipt of any gift of cash is prohibited. Gifts with value of less than \$25 (twenty-five dollars) may be accepted only if the acceptance avoids a discourtesy.

SECTION 5: INTERPRETATION OF POLICY

The areas of conflicting interest listed in Sections 3 and 4 are examples of potential conflicts and may be expanded as situations dictate. All persons who serve in leadership and critical areas of the South Carolina Society shall use best judgment to determine any possible conflicts. The South Carolina Society Chancellor shall be consulted on any question of this policy.

Persons in leadership positions of the South Carolina Society shall disclose any potential conflict before transactions are consummated. The leadership shall scrutinize all transactions and disclose any activities that are, or have the appearance of, a conflict to the board of governors immediately upon knowledge of such activities.

This policy, once enacted, shall be mandatory for all affected members. Any change of the policy will require a two-thirds affirmative vote of the executive committee and a two-thirds vote of the board of governors of the South Carolina Society. Such vote will occur at a called meeting of the executive committee and board of governors.

SECTION 6: DISCLOSURE POLICY AND PROCEDURE

Transactions with parties with whom a conflicting interest exists may only be undertaken when all four (4) stipulations are met:

- 1) The conflict of interest is fully disclosed.
- 2) The person with the conflict refrains from discussion and approval of such transaction.
- 3) A competitive bid or comparable value exists.
- 4) The leadership, executive committee, board of governors, or duly constituted committee determines that the transaction serves the best interest of the South Carolina Society.

Disclosure shall be made to the South Carolina Society President (South Carolina Society Senior Vice-President if the President is the person in conflict) and the South Carolina Society Chancellor who shall bring the matter to the Board of Governors for discussion and resolution. Disclosures that involve Executive Committee members shall be made to the South Carolina Society President and South Carolina Society Chancellor.

The duly constituted committee shall determine whether a conflict exists. Further, the constituted body shall determine a fair, just, and reasonable manner if the approval of such transaction with the disclosed conflict best serves the interest and mission of the South Carolina Society.

A South Carolina Society Conflict of Interest Statement must be signed each year by all officers, committee chairmen, executive committee members, and others as so determined by the Board of Governors of the South Carolina Society.

POLICY 2: WHISTLE BLOWER POLICY

SECTION 1: GENERAL

The South Carolina Society, Sons of the American Revolution (South Carolina Society) Code of Organization Conduct (hereinafter referred to as the Code) requires officers, executive committee members, and committee chairmen to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The same high standards are expected of all members and volunteers. Officers, executive committee members, committee chairmen and committee members are representatives of the South Carolina Society and must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the South Carolina Society Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or audit matters by officers, committee chairmen, committee members, and other stakeholders of the South Carolina Society, on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by the South Carolina Society regarding accounting, internal controls, or auditing matters.
- The protection of officers, committee chairmen, committee members, and other stakeholders reporting concerns from retaliatory actions.

SECTION 2: REPORTING RESPONSIBILITY

Each officer, committee chairman, committee member, and other stakeholder of the South Carolina Society has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of the South Carolina Society's Organization's Code (hereinafter collectively referred to as Concerns).

SECTION 3: AUTHORITY OF THE SOUTH CAROLINA SOCIETY COMPLIANCE OFFICER

The South Carolina Society Compliance Officer is appointed by the State President and his term will end simultaneously with the term of the State President. All reported Concerns will be forwarded to the South Carolina Society Compliance Officer in accordance with the procedures set forth herein. The South Carolina Society Compliance Officer shall be responsible for investigating, and making appropriate recommendations to the South Carolina Society Audit Committee and the South Carolina Society Executive Committee. If the Compliance Officer is the subject of the Concern, The South Carolina Society Audit Committee Chairman will receive the reported Concerns, and be responsible for investigating, and making appropriate recommendations to the Audit Committee an the South Carolina Society Executive Committee.

SECTION 4: NO RETALIATION

The Whistleblower Policy is intended to encourage and enable officers, committee chairmen, committee members, and other stakeholders to raise Concerns within the South Carolina Society for investigation and appropriated action. With this goal in mind, no officer, committee chairman, committee member, or other stakeholder who, in good faith, reports a Concern, shall be subject to retaliation. Moreover, a South Carolina Society member who retaliates against someone who has reported a Concern in good faith is subject to discipline consistent with the South Carolina Society Constitution and Bylaws.

SECTION 5: REPORTING CONCERNS

(a) South Carolina Society Members and Other Stakeholders

South Carolina Society members and other stakeholders should submit Concerns in writing directly to the South Carolina Society Compliance Officer, or in the case of a Concern about the Compliance Officer, to the South Carolina Society Audit Committee Chairman. Contact information for the South Carolina Society Compliance Officer and Audit Committee Chairman may be obtained from the South Carolina Society website.

(b) Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the South Carolina Society's Organization Code. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline consistent with the South Carolina Society Constitution and Bylaws.

SECTION 6: HANDLING OF REPORTED VIOLATIONS

The South Carolina Society Compliance Officer shall address all reported Concerns. The South Carolina Society Compliance Officer shall immediately notify the South Carolina Society Audit Committee Chairman and State President of any such reported Concern. The South Carolina Society Compliance Officer will notify the sender and acknowledge receipt of the Concern within five (5) business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

All reports will be promptly investigated by the South Carolina Society Compliance Officer, and appropriate corrective action will be recommended to the South Carolina Audit Committee Chair and the Executive Committee, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern.

The South Carolina Society Compliance Officer, with the concurrence of the Executive Committee, has the authority to obtain resources deemed necessary to conduct a full and complete investigation of the allegations.

SECTION 7: CONFIDENTIALITY

Reports of Concerns and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline consistent with the South Carolina Society Constitution and Bylaws.

POLICY 3: RECORD RETENTION AND DESTRUCTION POLICY

SECTION 1: PURPOSE

The South Carolina Society, Sons of the American Revolution (South Carolina Society) must maintain books and records to show that it complies with tax rules. The organization must be able to document the sources of receipts and expenditures reported on Form 990, *Return of Organization Exempt from Income Tax* or Form 990-EZ, *Short Form Return of Organization Exempt from Income Tax*, and Form 990-T, *Exempt Organization Business Income Tax Return*.

If the South Carolina Society does not keep required records, it may not be able to show that it qualifies for tax-exempt status. Thus, the South Carolina Society may lose its tax-exempt status. In addition, the South Carolina Society may not be able to complete its return accurately and may be subject to penalties. When good record keeping systems are in place, the South Carolina Society can evaluate the success of its programs, monitor its budget, and prepare its financial statements and returns.

SECTION 2: RECORDS TO BE KEPT

Except in a few cases, the law does not require a special kind of record. The South Carolina Society should choose any record keeping system, suited to its activities, that clearly shows the organization's income and expenses. The South Carolina Society's activities should determine the type of records that should be kept for federal tax purposes. The South Carolina Society should set up a record keeping system using an accounting method that is appropriate for proper monitoring and reporting of its financial activities for the tax year. Since the South Carolina Society has more than one program, it should ensure that the records appropriately identify the income and expense items that are attributable to each program.

SECTION 3: PERIOD OF RETENTION

The South Carolina Society must keep records for federal tax purposes for as long as they may be needed to document evidence of compliance with provisions of the Code. The South Carolina Society must keep records that support an item of income or deduction on a return until the statute of limitations for that return runs. After the statute of limitations has run, the South Carolina Society can no longer amend its return and the IRS can no longer assess additional tax. Generally, the statute of limitations runs three (3) years after the date the return is due or filed, whichever is later. The South Carolina Society may be required to retain records longer for other legal purposes, including state or local tax purposes.

The South Carolina Society's record retention periods vary depending on the types of records and returns.

Permanent Records – Some records should be kept permanently. These include, the application for recognition of tax-exempt status, the determination letter recognizing tax-exempt status, and organizing documents, such as articles of incorporation and by-laws, with amendments, as well as board minutes.

Employment Tax Records – The South Carolina Society must keep employment tax records for at least four years after the date the tax becomes due or is paid, whichever is later.

Records for Non-Tax Purposes – When records are no longer needed for tax purposes, the South Carolina Society should keep them until they are no longer needed for non-tax purposes. For example, a grantor, insurance company, creditor, or state agency may require that records be kept longer than IRS requires.

SECTION 4: SOUTH CAROLINA SOCIETY POLICY RETENTION

The following table provides the minimum requirements for determining the South Carolina Society’s document retention policy.

<u>Type of Document</u>	<u>Minimum Requirement</u>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicated deposit slips	2 years
Employment applications	3 years
Expenses analyses / expense distribution schedules	7 years
Year end financial statements	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of product, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minutes books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

SECTION 5: ELECTRONIC

The South Carolina Society’s officers should follow the above guidance in Section 1 through Section 5 in determining the electronic records that should be retained and the length to be retained.

SECTION 6: RECORD DESTRUCTION

All records (manual and electronic) should be destroyed after the expiration of the retention period unless there is a reason to retain longer.

The destruction of each record should be performed by two (2) members of the Audit Committee and must be documented. Documentation of the records destroyed must include the date destroyed, description of the record destroyed and the name of the person/persons destroying the records.

Destruction of documents will be suspended with the South Carolina Society is notified of an investigation by a regulatory authority.

POLICY 4: ALCOHOL (adopted 5 April 2014)

SECTION 1: PURCHASE OF ALCOHOL

It is the policy of the SCSSAR to prohibit the use of Chapter and/or State Society funds from being used to purchase any alcoholic beverage, whether as a single drink, within a single container or within a mass container, due to the fact that minors contribute to such funds. This policy shall apply only to the purchase of alcoholic beverages or containers with Chapter and/or State funds, and shall not be construed so as to prohibit individual Compatriots of legal age from purchasing alcohol for Chapter and/or State events through personal funds. Nor shall Chapters and/or the State Society reimburse any individual Compatriot for purchases of alcoholic beverages or containers from Chapter or State Society funds.

SECTION 2: PRODECURAL SAFEGUARDS WHEN ALCOHOL IS PRESENT

It is the policy of the SCSSAR to require that when any alcohol is served at any Chapter or State Society event, that procedural safeguards be put in place to ensure that underage Compatriots, guests, and/or any other attendees of the event are not able to obtain and/or consume alcohol. Such reasonable procedural safeguards may include, but shall not be limited to, having a bartender, or other person of suitable age and discretion, present with the alcohol at all times, who shall verify the age of anyone attempting to obtain alcohol. This policy shall be construed only to require that reasonable procedural safeguards be put into place, with the particular safeguards for each event to be reasonable for each event. Any such safeguards shall have the primary objective of preventing any underage consumption of alcohol at any SCSSAR event.

SECTION 6

Duties of the State Society Officers

The specific duties of the State Society Officers are detailed in the Bylaws of the State Society. The section provides a further explanation of what the Bylaws instruct. These explanations in no way supersede the Bylaws. These same duties can be extrapolated to the corresponding Chapter Officers.

President

- Shall be responsible for the general supervision of the Society.
- Shall appoint all committees and be an *ex officio member* of all committees he does not chair.
- Shall be the Chairman and presiding officer at all state society meetings.
- Under normal circumstances, he shall be designated the National Trustee nominee.

Senior Vice President

- Shall assist the President in general supervision of the Society.
- Shall represent the President at meetings and other events where the President cannot attend.
- In the absence of the President, he shall be the Chairman and presiding officer at all state meetings.
- Shall assume the office of President upon the death, resignation, or disability of the President.
- Shall have direct oversight of all Society communications including *The Palmetto Patriot*, the website, and any other publicity committee.
- Shall coordinate the educational and youth activities of the Society.
- Under normal circumstances, he shall be designated the Presidential nominee.

Region Vice Presidents

- Seek to promote the interest and activities of the State to the Chapters within their region.
- Visit each chapter at least once during their term in office.
- Plan and conduct at least one regional meeting whereby all chapters within the region are represented.
- Encourage the formation of new chapters by aiding the Vice President for Chapter Formation & Development.
- Encourage the enrollment of new members in the chapters within the region.
- Conduct the regional contests to determine the finalists for the various youth contests for consideration by the state society at its annual state meeting.

Other Vice Presidents

- Vice President for Chapter Renewal & Revitalization
 - Shall be the Chairman of the Chapter Revitalization Committee.
 - Shall direct and assist non-functioning chapters.
 - Shall have direct oversight of chapters that are non-functioning or considered on probation.
- Vice President for Chapter Formation & Development
 - Shall direct and assist the Region Vice Presidents in the identification of areas for new chapter expansion.
 - Shall assist in the development of potential chapters up to and through the chartering process.
 - Shall have direct oversight of potential chapter groups until chartering.
 - Shall act as the new chapter advisor for the first year after chartering.

Secretary

- Shall be responsible for all the records of the Society.
- Shall give proper notice of all meetings of the Society as well as report on all matters of business conducted at said meetings.
- Shall provide requested mailing labels to the officers and chapters of the society. He shall be responsible for obtaining a bulk mail permit and the distribution of *The Palmetto Patriot*.
- Shall serve as Secretary for the Board of Governors.
- Shall issue membership certificates to members entitled thereto.

- Shall distribute all pamphlets, circulars, rosettes, and other supplies as directed by the Board of Governors.
- Shall be responsible for issuing all official communications of the State Society.
- He, or the Registrar, shall be responsible for retain copies of all member applications, as well as a register of the names and dates of election, transfer, resignation, and death of all members.

Treasurer

- Shall be responsible for and have custody of the General Fund of the Society.
- Shall collect all revenues due to the Society and pay all required bills of the Society and give a report of these activities.
- Shall prepare and submit for approval an annual budget for the Society.

Registrar

- Shall examine all applications for membership and approve them if found acceptable.
- Shall submit approved applications to the National Office for final approval.
- Shall supervise the retention of a copy of all applications by the State Society.
- Shall keep a register of the names, dates of election, transfer, resignation, and death of all members.

Chaplain

- It is preferable that the State Chaplain be a regularly ordained minister.
- Shall open and close meetings of the Society with the appropriate service for such occasions.
- Shall send appropriate communications to the families of deceased members as well as members who are experiencing health concerns as he is made aware of these.

Historian

- Shall have custody and care of all historical papers, manuscripts, and documents belonging to the Society and keep a correct list of the same.
- Shall endeavor to be present at all exercises of the Society, and call attention to and give information regarding points of historical interest.
- He shall keep records of historical and commemorative meetings and shall supervise the preparation and printing of any historical publications of the Society
- He shall be a member of the Americanism Committee.
- He shall prepare a summary of activities for presentation at the Annual Meeting.

Chancellor

- Shall be an Attorney at Law.
- Shall give opinions on all legal matters affecting the Society when such questions are referred by the proper officers.

Genealogist

- Shall provide assistance to prospective members of the Society.
- Shall provide assistance in reviewing applications when requested by the Registrar or Secretary.

SECTION 7

Committees of the South Carolina Society

The majority of the work of the South Carolina Society is carried out by its individual members through various committees that provide oversight and guidance for the programs that they are charged with overseeing. While Bylaw 5 defines the Permanent Committees of the South Carolina Society, the minimum committee membership and the chairman of the committee, the following section provides a brief synopsis of their duties and functions. These same duties can be extrapolated to the corresponding chapter committees.

2014 National Congress

This committee was formed in 2008 to explore the possibility of the South Carolina Society hosting the National Society's National Congress in 2014. The National Congress was awarded to the State Society at the Fall 2009 NSSAR Leadership Meeting. The committee is responsible for preparing and planning for the 2014 National Congress and acts as the liaison with the National Congress Planning Committee.

Americanism (PERMANENT COMMITTEE)

This committee is responsible for organizing and directing the Society's efforts to promote the principles of freedom and liberty for all Americans. This includes dissemination of NSSAR programs and resolutions relating to the Declaration of Independence, the Constitution, and the Bill of Rights.

The committee adjudicates the State Chapter of the Year Contest and provides a clearinghouse for the chapters to submit entries into the National President General's Streamer, Allene Wilson Groves Award, Liberty Bell Award, and USS Stark Memorial Award contests. Entry forms for these contests can be found on the National Society webpage in the Forms section.

The Americanism Committee makes the following award presentations at the Annual State Meeting:

- Chapter of the Year – Streamer and Certificate
- Chapter of the Year First Runner-up – Certificate
- Chapter of the Year Second Runner-up – Certificate
- Americanism Participation Streamers – Red, White and Blue Streamers

C.A.R. Liaison

The object of this committee is to foster cooperation between the State Society and the membership of the South Carolina Society Children of the American Revolution.

This objective is primarily reached through the following:

- Sponsorship of C.A.R. Societies by an SAR Chapter
- Providing Senior Leadership to C.A.R. Societies and the State C.A.R. Society
- Providing positive male role models for the members of the C.A.R.
- Providing financial support of the State C.A.R. President's Annual Project
- Encouraging male C.A.R. members to consider and continue membership in the SAR once they age out of the C.A.R.

Colonial Ball

This committee plans and hosts the Bi-annual South Carolina Society Colonial Ball. This ball is a debutante ball that is hosted in Charleston. This ball is the primary and sole fund-raiser for the South Carolina State Society Scholarship that is awarded annually. Information on the Colonial Ball can be found on the South Carolina Society website.

Color Guard

The National SAR Color Guard was organized in 1989, when President General James R. Westlake called for the creation of such. Color Guards attract a considerable amount of attention when on parade, at re-enactments and other public events. Members of color guards are often asked to come to primary and secondary schools (in uniform) to talk about the Struggle for Independence and their region's or ancestors'

roles in the founding of our nation. A colorful and patriotic unit may receive requests for appearance at holiday parades, civic events and field ceremonies at athletic events. *(taken from the NSSAR website)*

The South Carolina Society Color Guard has gone through many versions including the Swamp Fox Brigade founded by Past State Presidents Ron Horton and Jim Cook during the late 1990s. The South Carolina Society Color Guard uniform is primarily that of the Militia which honors the majority of the men who took up arms in South Carolina during the American Revolution.

The South Carolina Society Color Guard carries the United States National Flag, the South Carolina State Flag, the South Carolina Society SAR State Flag with streamers, and the 2nd South Carolina Continental Regiment Flag.

D.A.R. Liaison

The object of this committee is to foster cooperation between the State Society and the membership of the South Carolina Society Daughters of the American Revolution.

Eagle Scout Program

This committee is responsible for distributing Eagle Scout Information Packets to the State Society Chapters, local Boy Scout Councils, and/or eligible Eagle Scouts. The committee also distributes letters to each chapter that outlines this program.

Chapters submit nominations (completed entry forms and supporting documentation) to the State Chairman for adjudication of a State Winner. The State Society Winner is awarded a scholarship of \$500.00 at its Annual State Meeting in addition to a Trophy.

The State Winner is then forwarded to the National Eagle Scout Committee as the State Society's entrant in the National Scholarship Contest. The State Committee is expected to abide by all rules, regulations, and deadlines established by the National Eagle Scout Committee.

Information on the entry form can be found on the National Society website under the Eagle Scout Committee webpage.

Education

This committee is responsible for publicizing and judging the State History Teachers of the Year program. The criteria for this program closely follow the established criteria of the National Tom & Betty Lawrence History Teacher of the Year Award. The guidelines and application forms can be found on the National Society website under the Tom & Betty Lawrence History Teacher Award webpage.

Historic Sites (PERMANENT COMMITTEE)

This committee is charged with meeting the first objective of the Sons of the American Revolution to honor and perpetuate the memory of the people and events of the Revolution. This committee provides guidance and encouragement to the chapters of the State Society in promoting observances at historic sites within the State of South Carolina. This committee shall also be responsible for recommending any site for possible consideration as a National event.

George & Stella Knight Essay Contest

This committee is responsible for the conduct of the annual Knight Essay Contest and naming the State Society Winner who will represent the state at the National contest. This contest is open to all students who are United States citizens or legal aliens attending public, parochial or private high schools (including accredited home schools). Contestants must be in their sophomore, junior, or senior year of study.

The essay must be an original researched topic written in English on an event, person, ideal, or philosophy associated with the Revolution, Declaration of Independence, or the framing of the Constitution. The essay must include all sources fully notated. Further rules, guidelines, and entry forms can be found at the National Society website.

Medals & Awards (PERMANENT COMMITTEE)

This committee is responsible for the selection of those individuals who receive both State Society and National Society awards that state societies are allowed to present. The committee reviews all applications submitted by either chapters or individual compatriots against the published requirements provided in the National Society handbook. The committee coordinates the presentation of said awards at the Annual State Meeting and at other appropriate times.

Membership & Retention (PERMANENT COMMITTEE)

This committee is responsible for monitoring the current membership rolls, membership trends, and report on the same to the State Society. The committee is also responsible for organizing efforts toward recruitment of new members through the chapters of the State Society. This committee is chaired by the State Senior Vice President during his term in office.

Nominating (PERMANENT COMMITTEE)

This committee is responsible for developing and reporting a slate of officers for election at the Annual State Meeting.

Partners in Patriotism

This committee is responsible for encouraging chapters and members to cooperate and/or volunteer with various Veterans organizations. The committee also collects and publishes volunteer opportunities and results for the membership.

Patriot Graves (PERMANENT COMMITTEE)

This committee is charged with meeting the first objective of the Sons of the American Revolution to honor and perpetuate the memory of the people and events of the Revolution through the marking and recording of the gravesites of Revolutionary era patriots.

The committee maintains the database for reporting the location of various Patriot graves within the State of South Carolina. Reporting of any grave markings is required.

There are two types of SAR markers that are available for purchase from the National Society's Merchandise Direct department. The first is a Lug Type that can be mounted directly onto an existing headstone which is available in both a Large (\$135.00) and a Small (\$80.00) size. The second is a stake type marker (\$165.00) that can be placed in the ground next to a headstone.

The United States Government will provide an official headstone or marker free of charge through the Veterans Administration for any deceased veteran in an unmarked grave. Form VA 40-1330, which has complete directions for completion and submission, is available at the following address:

Department of Veterans Affairs (403A)
Office of Memorial Programs
810 Vermont Ave NW
Washington, DC 20420-0001

The suggested Grave Marking Service Order of Service is printed in the National Society Handbook and is summarized starting on page 43.

Patriot Medal

This committee, comprised of previous recipients of the Patriot Medal, is charged with reviewing all nominations for the Patriot Medal and for selecting the annual recipient(s).

Publicity & Communications (PERMANENT COMMITTEE)

This committee was formed in July 2007 and is chaired by the Senior Vice President during his term in office. This committee has oversight of the following areas as well as developing any press releases or other communication pieces for the SCSSAR.

- *The Palmetto Patriot*: The official newsletter of the SC Society. As of the April 2008 Annual State Meeting, the Society has established the appointed offices of Editor and Publisher for *The Palmetto*

Patriot. The Editor is responsible for the collection and formatting of material that is submitted for inclusion in each issue. The Publisher is responsible for the actual printing and mailing of the newsletter. Both of these appointees are supervised by the Senior Vice President. *The Palmetto Patriot* should be printed at least quarterly.

- **Speakers & Writers Bureau:** This subcommittee acts as a clearinghouse for contact information about programs that individual members of the SC Society can put on for other civic, educational, and religious organizations. The committee compiles the following information for publication on the state website:
 - Name of Speaker with contact information
 - Location of Speaker and how far he is willing to travel
 - Topics each speaker can present
 - Times that each speaker is available

The subcommittee is not responsible for booking any appearances. It only compiles information on all articles and other publication submissions that members of the State Society produce. These articles are then turned over to the State Historian for proper archiving.

- **Website:** This subcommittee has direct oversight of the State Society webpage. This includes the maintenance of a calendar of events for the State Society.

Joseph Rumbaugh Oration Contest

This committee is responsible for the conduct of the annual Rumbaugh Oration Contest and naming the State Society Winner who will represent the state at the National contest. The contest is open to all students who are United States citizens or legal aliens attending public, parochial or private high schools (including accredited home schools). The contestant must be in their sophomore, junior, or senior year of study during the contest year.

The oration must be original of not less than five (5) minutes or more than six (6) minutes dealing with an event, person, ideal, or philosophy associated with the Revolution and showing a relationship to America today. The oration must be accompanied by a submitted written manuscript. Additional rules, guidelines, and entry forms can be found on the National Society website.

ROTC / JROTC Recognition

This committee is responsible for the selection of a Junior ROTC Cadet to represent the SC Society in the National Contest. The committee is also responsible for the distribution of the appropriate ROTC and / or JROTC medals to the various chapters within the State Society. The chapters are then responsible for the distribution of these medals to the specific high schools and colleges. Additional details on the national program can be found on the National Society website.

As part of the selection process, this committee is responsible for the following duties:

- Receive and communicate any changes in contest regulations and deadlines to the chapters.
- Receive and adjudicate any applications for State Cadet of the Year from the chapters.
- Coordinate the submission of the materials of the State Cadet of the Year to the National Committee within the established deadlines.

Scholarship

The SC Society awards a single scholarship of \$1,000.00 to a deserving high school senior (home schooled students are also eligible) who attends school within the State of South Carolina. Information and entry forms for this scholarship can be found on the South Carolina Society website. The scholarship is awarded on the following criteria:

- Academic achievement
- Demonstrated characteristics which reflect the principles and beliefs of the SAR such as character, good citizenship, and patriotism
- Both school and non-school extracurricular activities
- Well articulated and achievable goals.

SECTION 8

Protocol of the South Carolina Society

The South Carolina Society strives to operate in a manner consistent with the grace, dignity and courtesy of Southern Gentlemen. Protocol consistent with the established NSSAR guidelines is followed.

I. Precedence

In all meetings, the National Society is accorded the position of honor followed by the South Carolina Society, its chapters, and other lineage organizations ordered by the date of their founding (this information can be found at www.hereditary.us). The order of precedence is as follows:

1. NSSAR President General
2. DAR President General
3. CAR National President
4. CAR Senior National President
5. National presiding officers of other lineage organizations in order of founding
6. Former NSSAR Presidents General
7. SCSSAR State President
8. Presidents/Regents of other lineage organizations in order of founding
9. National Vice President General, South Atlantic District
10. National SAR Officers in order of seniority
11. National Officers of other lineage organizations in order of founding
12. Visiting State Society Presidents in order of entry into the Union
13. State Officers in order of seniority
14. Chapter Presidents in alphabetical order of the chapter name
15. Chapter Presidents/Regents of other lineage organizations in order of founding
16. National SAR Committee Chairmen
17. State Committee Chairmen
18. Chapter Committee Chairmen

Notwithstanding the precedence listed above, the presiding officer of the host Society or Chapter is the ranking and presiding officer at the specific function.

II. Recognition, Seating, and Greetings

If a meeting begins with an introduction of dignitaries, persons are recognized and seated in the established Order of Precedence with the presiding officer taking either the center seat or the seat to the immediate left of the podium. The guest of honor is seated to the right of the presiding officer. After the guest of honor, guests should be seated in order of precedence.

In the case of a head table, seating is done alternating to the left and right of the previously seated person. In the case of a mixed gender head table, it is customary to alternate genders to the best extent possible. At no time should a lady be placed at the end of a table.

Officers of other organizations or societies can bring greetings to the SC Society. These individuals should be called on with respect to the established Order of Precedence.

III. Flags

Flags on a podium, or an elevated platform, will be displayed with the American Flag always to the right of the speaker's podium (to the left of the audience). Other flags are displayed to the speaker's left (to the left of the American Flag) in the following order:

1. Foreign national flags
2. State flags (SC Flag first followed by other state flags by date of admission)
3. Military organization flags in order of National Precedence
4. SAR Flag
5. Flags of other societies in order of founding
6. Flags of historical significance

7. Personal flags

Flags that are displayed behind the head table will be considered to be on a platform.

As with all protocol rules, discretion should always be used in displaying any flags. Room shape, entrance door location, and other physical factors may require a different arrangement of flags than listed above. There are numerous guides available concerning proper etiquette in displaying the American Flag. These should be consulted in conjunction with the protocol listed above.

IV. Neck Ribbons, Medals, and Other Insignia

Neck Ribbon

The National Handbook, Volume II details the proper display of SAR medals and membership insignias. The SAR Neck Ribbon is only to be worn by incumbent and past National Officers, trustees, state presidents, and chapter presidents. The membership badge is suspended from the bottom of the neck ribbon. The only insignia that are authorized to be worn on the neck ribbon are supplemental stars and approved NSSAR officer emblems as listed below in order of precedence:

- the Former President General Pin
- the Vice President General Pin
- the National Trustee Pin
- the Past State Society President Pin
- the Past Chapter President Pin

No more than three (3) officer emblems can be worn on the neck ribbon. The emblem with the highest precedence is worn near the “V” of the ribbon (the honor point) to the left of center. The second emblem is worn near the “V” to the right of center and the third is worn to the left of the first emblem.

State insignia or other insignia or pins are not authorized to be worn on the neck ribbon.

Medals

The SAR offers medals in both full size and miniature sizes. More details are provided in Section 12 below.

Full Size Medals: These medals are pinned separately or mounted on a bar so that the medals are three and one-eighths inches in length with the bottom of the medals in a horizontal line. In the case of overlapping the medals, no more than fifty percent of the drape should be covered.

Miniature Size Medals: Miniature medals are considered formal and are worn with formal attire. These medals are worn on the left breast of the coat, four inches below the midpoint of the shoulder seam. For the sake of neatness, when multiple miniature medals are worn, they should be mounted onto a bar. The usual bar is that used by the armed forces and is described in more detail in the National Handbook, Volume III, Page 19. The same rules for display as for the full size medals apply.

VI. Visits by the State President to Chapters

The South Carolina Society President will attempt to visit each Chapter in the State Society during his term in office. Such visits are normally contingent on an invitation from the Chapter.

The invitation to attend a chapter function should be made as soon as possible after the election at the Annual State Meeting. The State President will normally be the Guest of Honor at the chapter meeting and will be expected to speak at the meeting. The nature of the President’s remarks should be outlined in the invitation.

The invitation should also specify the nature of the meeting, the place, time, and dress code. This information should be included even if the State President is not the Guest of Honor. The State President has the duty to accept or decline any invitation as early as possible.

If there is a fee for admission, food, or similar other charge, the Chapter is responsible for the cost of these charges for the State President and his wife, if she accompanies him. If others attend the function

with the State President, it is left to the discretion of the Chapter as to whether they will cover the cost for these guests or not.

When the State President attends a chapter function, the formal part of the meeting should not begin until the State President arrives.

If a Chapter invites the President General, Vice President General of the South Atlantic District, or any other National Society General Officer to a function, it should also invite the South Carolina State President.

SECTION 9

Annual Meeting of the South Carolina Society

I. Meeting Date

The Annual Meeting of the South Carolina Society generally occurs on the third Friday and Saturday of the second quarter of the year. The meeting cannot be held on the same weekend as Easter. If this occurs, the meeting date will be moved at the discretion of the State Society President.

II. Meeting Site

The site of the Annual Meeting will be in Columbia to accommodate travel for all members to the annual meeting. The President, Senior Vice President and Secretary form the planning committee for reviewing hotel bids and meals.

III. Attendees

All members of the SCSSAR in good standing may attend the Annual Meeting of the State Society. The Bylaws of the State Society define the following voting members:

- 1) All Past Presidents of the SCSSAR
- 2) All current NSSAR General Officers who are active members of the SCSSAR
- 3) All current elected SCSSAR officers including the National Trustee and Alternate National Trustee
- 4) State Committee Chairmen
- 5) All other members of the South Carolina Society who are properly registered.

No voting member shall be entitled to cast more than one vote. No proxy votes are allowed.

IV. Rates & Fees

The State President, Senior Vice President, State Secretary and State Treasurer establish a **break-even** budget for the Annual Meeting. There is no profit motive for the Annual Meeting. The break-even budget should include the following items:

- 1) Printing and postage costs for printed programs, name tags, place cards
- 2) Flowers and / or table decorations
- 3) Hotel accommodations for Invited Guests (i.e. NSSAR officers& their ladies, Guest Speaker)
- 4) Gift for President General (if in attendance)
- 5) Musicians and / or other entertainment
- 6) Speaker's fees or gifts
- 7) Meal for each non-SAR award winner and 1 guest (i.e. a parent of a youth award winner)
- 8) Fees associated with meeting space
- 9) Banquet fees

The break-even budget is divided by the anticipated number of attendees to set the Registration Fee. Additional rates and fees related to the Annual Meeting include, but are not limited to, hotel room rates, tour fees, and miscellaneous entertainment. These rates and fees are borne by the individual attendees and are not the responsibility of the state society.

V. Invitations to Visiting Guests

Invitations to guests for the Annual Meeting are issued only by the State Secretary. Invited guests include, but are not limited to the following:

- 1) Adult non-SAR member award winners and one guest
- 2) Youth program award winners and one guest (usually one parent)
- 3) NSSAR General Officers
- 4) Other State Society Officers
- 5) Guest Speakers

Committee chairmen whose committees make awards at the Annual Meeting must notify the State Secretary no later than four (4) weeks prior to the Annual Meeting so invitations can be sent and responses returned for planning purposes.

VI. Gifts for Visiting Guests

If invited visiting guests are to be presented gifts in recognition for their attendance, the host chapter shall bear the cost. If the invited guest is a general officer of the NSSAR, such as the President General, the State Society shall also present a gift.

VII. Agenda

The agenda of the Annual Meeting has been established by the Bylaws of the South Carolina Society.

- 1) Calling the meeting to order by the President.
- 2) Opening prayer by the Chaplain.
- 3) Pledge to the SAR.
- 4) Address by the President.
- 5) Appointment of necessary committees.
- 6) Reading minutes of last meeting.
- 7) Reports of Officers.
- 8) Reports of Committees.
- 9) Unfinished business.
- 10) New business.
- 11) Address by Special Guests.
- 12) Election of Officers.
- 13) Installation of Officers.
- 14) Adjournment and Benediction.

This agenda may be suspended in whole or in part at the discretion of the State President.

VIII. Annual Meeting Report Forms

Annual report forms are to be submitted to the state secretary by the various officers, committee chairmen and chapters. The reports are collected into a Reports Package for distribution to each attending member. These forms are distributed by the state secretary to each officer, committee chairman and chapter president generally thirty (30) days prior to the annual state meeting to allow time for completion, submission and compilation. Samples of the forms are as follows:

- 1) State Officer Report Form

South Carolina Society, Sons of the American Revolution Annual Officer Report	
OFFICE HELD: _____	
ACTIVITIES OF THE OFFICER:	
<i>PLEASE LIST ALL CONTACTS AND MEETINGS ATTENDED WITH DATES:</i>	
CONTACT/MEETING: _____	DATE: _____
CONTACT/MEETING: _____	DATE: _____
ADD MORE LINES IF NECESSARY	
<i>PLEASE LIST ALL BATTLEFIELD CEREMONIES /SPECIAL EVENTS PARTICIPATED IN:</i>	
EVENT: _____	DATE: _____
EVENT: _____	DATE: _____
ADD MORE LINES IF NECESSARY	
OTHER ITEMS OF INTEREST TO THE SOUTH CAROLINA SOCIETY:	

SIGNATURE: _____	DATE: _____

2) State Committee Chairman Report Form

South Carolina Society, Sons of the American Revolution Annual Committee Chairman's Report	
COMMITTEE:	_____
CHAIRMAN:	_____
MEMBERS:	_____
LIST ALL CONTACTS AND ACTIVITIES OF THE COMMITTEE:	

OTHER ITEMS OF INTEREST TO THE SOUTH CAROLINA SOCIETY:	

SIGNATURE: _____	DATE: _____

3) Annual Chapter Report Form

South Carolina Society, Sons of the American Revolution Annual Chapter Report		
CHAPTER:	_____	
ADDRESS:	_____	
PRESIDENT:	_____	
SECRETARY:	_____	
REGISTRAR:	_____	
GENEALOGIST:	_____	
VICE PRESIDENT:	_____	
TREASURER:	_____	
HISTORIAN:	_____	
CHAPLAIN:	_____	
DATE OF OFFICER INSTALLATION: _____		
ADOPTED REVOLUTIONARY WAR SITE: _____		
PLAN FOR PUBLICIZING SITE: _____		

ACTIVITIES OF THE CHAPTER:		
<i>PLEASE LIST ALL CONTACTS & AWARD WINNERS WITH PRESENTATION DATES:</i>		
ROTC/JROTC: _____	DATE: _____	
KNIGHT ESSAY: _____	DATE: _____	
RUMBAUGH ORATION: _____	DATE: _____	
EAGLE SCOUT: _____	DATE: _____	
POSTER CONTEST: _____	DATE: _____	
HISTORY TEACHER: _____	DATE: _____	
<i>PLEASE LIST ALL CERTIFICATES & MEDALS PRESENTED WITH PRESENTATION DATE:</i>		
AWARD: _____	DATE: _____	
MEDAL: _____	DATE: _____	
ADD MORE LINES IF NECESSARY		
<i>PLEASE LIST ALL BATTLEFIELD CEREMONIES / SPECIAL EVENTS PARTICIPATED IN:</i>		
EVENT: _____	DATE: _____	# OF MEMBERS: _____
EVENT: _____	DATE: _____	# OF MEMBERS: _____
USE (S) IF SPONSORED BY THE CHAPTER ***ADD MORE LINES IF NECESSARY***		
OTHER ITEMS OF INTEREST TO THE SOUTH CAROLINA SOCIETY:		

SIGNATURE: _____	DATE: _____	

SECTION 10

Meetings of the Board of Governors

I. Meeting Dates

The South Carolina Society Board of Governors meets on the third Saturday of the first month of each quarter. If this date conflicts with a recognized National Society Historic Celebration, the meeting will be moved to either the second or fourth Saturday at the discretion of the State President.

II. Meeting Sites

The South Carolina Society Board of Governors meets in Columbia. The location must be of sufficient size to host the expected number of attendees. It is preferable that the site be free of charge such as a public library or some other similar location.

III. Attendees

All members of the SCSSAR in good standing may attend the meetings of the Board of Governors. The specific attendees who have voting privileges are defined as follows:

- 1) All Past Presidents of the SCSSAR
- 2) All current NSSAR General Officers who are active members of the SCSSAR
- 3) All current SCSSAR elected officers including the National and Alternate National Trustee
- 4) State Committee Chairmen
- 5) The president of each active, functioning chapter and one additional member of each active, functioning chapter (elected or appointed by the chapter)

No voting member shall be entitled to cast more than one vote. No proxy votes are allowed.

IV. Board of Governors Report Forms

Quarterly report forms are to be submitted to the state secretary by the various officers, committee chairmen and chapters. These reports are collected into a Reports Package emailed to the members of the Board. The forms are distributed by the state secretary to each officer, committee chairman and chapter president generally twenty (20) days prior to each quarterly meeting to allow time for completion, submission and compilation. Samples of the forms are as follows:

- 1) Officer Report Form – no change except in title from the annual report form found on page 38
- 2) Committee Chairman Report Form – no change expect in title from the annual report form found on page 38
- 3) Chapter Report Form (see next page)

**South Carolina Society Sons of the American Revolution
Board of Governors Chapter Report**

Name of Chapter: _____ President: _____
Current Chapter Membership: _____ Number of Applications Pending: _____
Number of Prospective Members: _____ Number of Members Inducted: _____
Number of New Members: _____ Deceased Member(s): _____

List SAR Certificates, Medals, and Awards presented in the chapter service area since your last report:

Award: _____ Recipient: _____ Date: _____
Medal: _____ Recipient: _____ Date: _____

Provide a summary, including date, of SAR or memorial programs participated in since last report:

ROTC/JROTC: _____
Knight Essay: _____
Eagle Scout: _____
Veterans: _____
School Programs: _____
Historic Site Programs: _____
Other: _____

List chapter meeting information since your last report:

Meeting Dates since Last BOM: _____
Speakers / Programs: _____
Number of Members attending: _____ Number of Guests attending: _____
Date of Next Meeting: _____ Program/Speaker: _____

Other items or comments not included above:

Signature: _____ Date: _____

Note: Chapter President, please complete this report and keep a copy for your annual report. Please report anything that the SCSSAR could do to improve or enhance your chapter's ability to continue to grow and prosper within the comments section.

SECTION 11

CHAPTER MEETINGS

I. Meeting Sites & Dates

Chapter meeting sites and dates are the sole discretion of the individual chapters. It is expected that if a selected meeting date conflicts with either a national or state event, the chapter will reschedule to the nearest convenient date so as to allow members to participate in the national or state event.

II. Sample Agenda

The following sample agenda for a chapter meeting is taken from the National Society Handbook:

- Advancement of the Colors (if a color guard is available)
- Invocation by the Chapter Chaplain
- Pledges to the Colors - this includes the pledge to the South Carolina Flag
- Welcome by the President
- Dignitary Comments – if visiting dignitaries are present
- Business Session
- Introduction of Guest Speaker
- Program
- Closing Comments by the President
- Retirement of the Colors (if they had been advanced earlier)
- SAR Recessional
- Benediction

III. Installation of New Chapter Members

The following is the recommended Installation Ceremony for new members. This ceremony can be conducted at any regularly scheduled meeting of a chapter.

Chapter President: Compatriot _____, do you as a descendant of _____, a hero of the American Revolution, reaffirm your ancestor’s faith in the principles of Liberty and our Constitutional Republic? If so, please respond with “I do.”

Compatriot: I do.

Chapter President: And will you pledge to support the National Society, Sons of the American Revolution, South Carolina Society, Sons of the American Revolution, and the _____ Chapter? If so, please respond with “I will.”

Compatriot: I will.

Chapter President: I now ask your sponsor, Compatriot _____ to come forward and present you with the SAR Rosette, as a symbol of your membership in the SAR. The Rosette is the official Recognition Emblem of the Sons of the American Revolution. Its blue and buff colors represent the colors of the uniform worn by General George Washington. Wear it proudly.

Compatriot _____, we ask that you work with us to fulfill the purposes and objectives of the Sons of the American Revolution and welcome you into the _____ Chapter.

At this time, we would like to invite you to address our members present and tell us about your ancestor or any other thoughts that you may have.

This ceremony can be adapted to accommodate multiple new members.

IV. Installation of New Chapter Officers

The installation of new chapter officers should always be conducted by either a state or national officer. The following is the recommended Officer Installation Ceremony.

Installing Officer: I ask that all of the newly elected officers please assemble in front of the podium. Compatriots, please raise your right hand.

Gentlemen, having been duly elected to office in the _____ Chapter, Sons of the American Revolution, do you promise and swear to support and defend the Constitution of the United States of America and the Constitution and Bylaws of the National Society, Sons of the American Revolution; and do you further promise and swear that you will faithfully discharge the duties of your office to the best of your knowledge and ability, and that you will, at all times, conduct yourself in a manner worthy of our society, so help you God?

Response: I do.

Installing Officer: To the Compatriots of the _____ Chapter: I have just given your new officers their charge. I now wish to remind you of your obligation to them: Assist them, support them, and encourage them in the discharge of their duties, thus furthering the principals and purposes of the Sons of the American Revolution.

V. Installation of New Chapter President

The following Ceremony is a continuation of the New Officer Installation Ceremony:

Installing Officer: President _____, I place about your neck the insignia of your office. This insignia represents the authority vested in you by your Compatriots of the _____ Chapter. They have bestowed a great honor on you and at the same time you have accepted a grave responsibility. When wearing this insignia, be mindful of the duties and responsibilities which go hand in hand with the honor and dignity of your office. Strive diligently to fulfill the pledge you have just taken.

President _____, it is now my sincere privilege to present you with this gavel, as a symbol of the authority now vested in you. Wield it always with dignity, honor, and temperance.

After this ceremony is complete, the President is expected to make brief remarks similar to an inaugural address.

SECTION 12

Other Types of Meetings

I. Patriot Grave Marking Ceremony

The following is the suggested form for marking the grave of a Revolutionary War Patriot as taken from the National Society Handbook:

Welcome & Greeting (most commonly the host chapter president)

Leader: I am _____, _____ of the _____ Chapter, Sons of the American Revolution. I would like to welcome each of you to the grave marking ceremony for Patriot _____. If the past is indeed prologue, then a glimpse into the past can provide a source of wisdom and inspiration for the future. As we honor Patriot _____ today, let us be mindful of his/her service to our nation, and let us rededicate ourselves to the principles for which he/she held sacred.

Leader: Color Guard Commander, please present the colors. (Presentation of the Colors by SAR Color Guard, Military Unit, ROTC Unit, Boy Scout Unit or other appropriate group)

Invocation

Chaplain: As we gather, O God, for this dedication today, we ask your blessing upon each of us. We thank you for this occasion as we honor the memory of _____; we esteem his/her patriotism and courage, his/her faith and loyalty, and his/her willingness to sacrifice to make our world a better place. We thank you, too, for America and all the patriots who have given us the liberties and privileges that we enjoy. May we be willing to serve you and our nation even as _____ did. May the ideals that we remember from the past sustain us today and safeguard us tomorrow. Amen.

Leader: Please remain standing as we pledge allegiance to the Flag. This and the other pledges can be found in your program.

Pledge of Allegiance to the Flag

Pledge to the South Carolina Flag

Pledge to the SAR Flag

Other opening ritual as may be deemed appropriate (i.e. DAR and CAR opening ritual)

Introduction of Visiting Dignitaries – each brings short greetings to the assembly

Leader: I would like to recognize some honored guests that are present with us today. (use established protocol list to recognize visiting national and state representatives)

Introduction of the Descendants

Leader: I would also like to ask that all the descendants of Patriot _____ in attendance please stand and be recognized. (appropriate applause)

Leader: I would like to recognize _____, a descendant of _____ to tell us about _____.

Recitation on the Life of the Patriot (preferably made by a descendant)

Dedication and Unveiling of the Marker

Leader: Thank you for those remarks. It is now time to dedicate and unveil the grave marker. I would ask that two members of the family come forward to unveil the marker at this time.

(After the unveiling) We, as members of the _____ Chapter, South Carolina Society, Sons of the American Revolution, hereby dedicate this marker to the glory of God and in recognition of the memory of _____, a Patriot of the American Revolution.

At this time, _____ will place an American Flag on the grave.

Decoration of the Grave

Leader: As a sign of respect and to honor the memory of Patriot _____, many wreaths have been brought to decorate his/her grave. As I call out the names, I ask that each organization please present their wreath. (use the established protocol list beginning with the National Society SAR and concluding with the descendants)

Musket Salute and Taps (if available)

Retirement of the Colors

Leader: As we conclude this ceremony, I ask that everyone stand for the retirement of the colors. Color Guard Commander, retire the colors.

Benediction

Chaplain: Almighty God, as we go from here, may this marker remind all who pass by of the devotion and dedication of all who have made our nation great. May all be humbled and encouraged by this marker to esteem and perpetuate these virtues with our lives. May the peace of God, which surpasses all, guard our hearts and minds in the ties of friendship and unity of love. Amen.

SAR Recessional

Leader: Will each of you recite with me the SAR recessional found in your program. (after the recessional is read) Thank you all for coming, this ceremony is now concluded.

As a note, this ceremony can be modified to include other music and announcements of related events such as a reception, membership requests in SAR, photograph opportunities with the SAR Color Guard, etc.

II. Compatriot Grave Marking Ceremony

The form of the Compatriot Grave Marking Ceremony follows that of the Patriot Grave Marking Ceremony. The main differences are outlined below:

Opening of the ceremony
Presentation of Colors
Pledges
Invocation
Introduction of Guests
Introduction of Family
Grave Marking Ceremony

Chapter President: Compatriots, members of the Family, and guests, we meet at this time to commemorate our fellow member _____ who has answered the last call. Chaplain _____ will preside.

Chaplain: Mr. President and members of the Family, I am at your service and shall endeavor to perform this solemn duty in the spirit of true Christian Faith. Mr. President, to whom should we look for help in life's battles?

Chapter President: "Our help is in the name of the Lord, who made heaven and earth."

Chaplain: Mr. Vice-President, what assurance do we have of a prolonged stay among the scenes and activities of this life?

Chapter Vice-President: "For we are strangers before Thee and sojourners, as were all our fathers; our days on earth are as a shadow, and there is none abiding."

Chaplain: Mr. Secretary, do you have a message of condolence?"

Chapter Secretary: The Holy Bible tells us: "Like as a father pities his children, so the Lord pities them that fear Him. For He knows our frame, He remembers that we are dust."

Chaplain: And I too have a message of inspiration for all Compatriots and their families that should inspire us now, at this solemn moment, and all through life. This message is from Christ, the Head of the Church, who said: "I am the resurrection and the life; he that believeth in me, though he were dead, yet shall he live; and whosoever believeth in me shall never die." Compatriots, let us so live that when that last summons comes for us, we may depart this life.

Let us pray: Our gracious heavenly Father, in silent reverence we recognize the truth of Your inspired words; "I am the resurrection and the life: he that believeth in me, though he were dead, yet shall he live." As Compatriots answer the last summons from You, we ask that You will look with mercy upon their families, and with Your own tenderness console and comfort them. And now, our Heavenly Father, bless our country with freedom, peace, and righteousness. Through Your favor may we all meet at last before Your throne in Glory. All this we pray through Jesus Christ our Load, Amen.

Dedication and Unveiling of the marker
Decoration of the Grave
Musket Salute and Taps
Retirement of Colors
Benediction
SAR Recessional

This ceremony can be adapted accordingly.

III. Battle or Event Celebration

The form of the ceremony of recognizing battles or other events follows the ceremony of the Patriot and Compatriot Grave Marking ceremonies. Appropriate edits and changes are made to allow for additional public speakers if necessary. Also, attention must be paid in the introductions as well as the order of wreath presentations with respect to the established protocol and order of precedence.

SECTION 13

Medals and Awards

I. General Information

Volume V of the National Handbook defines the proper use and wear as well as other aspects of the medals presented by the NSSAR. When this document conflicts with the written material in Volume V, that volume will take precedence. The National Handbook can be found on the NSSAR website at www.sar.org.

Wear: Most medals are offered in both Full and Miniature sizes. The miniature medals should only be worn on formal wear. All medals are worn on the left breast of the coat four inches below the midpoint of the shoulder seam. Medals can be worn separately or mounted on a bar for neatness (mounting is preferred if more than three medals are being worn). No more than three rows of mounted medals should be worn. When mounted, no more than 50% of the drape should be visible from the lower rows. The National Handbook has information on the order of precedence for medals awarded by the SAR.

Presentation: All medals are awarded in the name of the National Society in public and with the appropriate ceremony. Medals should be presented in person to the recipient or a designated alternate. Under no circumstances should a medal be mailed to the recipient.

Resale: By becoming a member of the SAR, compatriots have given the legal authority to the SAR to prevent improper transfers of any SAR insignia. Members are requested to guard against insignia being made available for resale in any retail establishment or internet shop. By becoming a member, they also agree for themselves and their estates to give the SAR the right of first purchase of their SAR Badge and other regalia.

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

Medals that can be received more than once: Meritorious Service Medal, War Service Medal, Medal for Heroism, Bronze Good Citizenship Medal, Liberty Medal, Florence Kendal Award. Oak Leaf Clusters are presented in lieu of multiple medals. A Bronze Oak Leaf Cluster is worn for each additional award up to five additional awards. A Silver Oak Leaf Cluster is worn for each set of five Bronze clusters up to a maximum of two silver clusters. A Gold Oak Leaf Cluster is worn in lieu of two silver clusters.

***The list of medals and awards that follow are of those awards that can be presented by either the State Society or a Chapter. There are additional medals and awards that can only be awarded at the National level or that require National approval before the State Society can make that award. Please refer to the National Handbook for more information.*

II. SAR Medals and Awards

The medals listed below are subject to various restrictions as to the number of times the medal can be presented as well as which entity (state society or chapter) can make the presentation.

In the event of a chapter wanting to make an award it is allowed to make, the chapter president should inform the Chairman of the Medals & Awards Committee of the date of presentation and medal presented so that the state society may have accurate records and prevent duplication of awards.

When a chapter wishes to nominate a compatriot for a medal that only the state society can award, the chapter president (or other chapter officer) should send a letter to the Chairman of the Medals & Awards Committee outlining the rationale for the nomination and list all supporting nomination data.

State Medal of Distinguished Service: This medal is the highest medal that can be awarded by the State Society President and needs no other approval. Only one can be awarded by the State Society President each year of his term in office. The medal recognizes a compatriot for distinguished *state level* service during the previous year. A compatriot can only receive this medal once even if they hold dual status or transfer to a new state society. The State Society President must complete the appropriate nomination form and send it to the National Office when ordering the medal.

Patriot Medal: This medal is the highest award that can be presented to a compatriot by the state society. *It can only be presented by the state society.* It can only be received once by a compatriot. The medal recognizes long, faithful, and outstanding service at the state and/or chapter level. Service at the national level should not be considered. A nomination form listing the specific service is required and must be forwarded to the State Medals and Awards Committee for consideration. Once approved by the State Committee, the nomination form is forwarded to the Executive Director of the NSSAR at least thirty (30) days prior to the presentation. The State Society is limited by the NSSAR as to the number of medals that it is permitted to present each year. Based on the national guidelines, the SCSSAR is allowed to present up to two (2) medals each year (Membership between 500 and 1,000). The medal presentation must be made in person.

Meritorious Service Medal: This medal may be awarded to SAR members who have rendered long, faithful and meritorious service to their chapter, state society, district or to the national society. It is awarded for lesser services than would merit the Patriot Medal. *It may only be awarded to an individual once by the chapter, state society, district or national society* with the exception of the President General having the authority to make multiple awards.

Roger Sherman Medal: This medal may be awarded to SAR members who have rendered outstanding service to either the state society (Silver Medal) or chapter (Bronze Medal). This medal should be awarded when the recipient does not meet the requirements for a Meritorious Service Medal. The recipient must have served, at a minimum on the state level or on the chapter level (both levels cannot be combined), two years as an active officer, three years as an active committee chairman or four years as an active committee member. Subsequent recognition is done after two additional years of service.

Silver Good Citizenship Medal: This medal recognizes outstanding and unusual patriotic achievement and service. *This medal can only be awarded by the State or by a chapter with State Society approval (given by the State Medals and Awards Committee).* The medal can be presented to persons of prominence in the areas of government, military service, religion, education, business, and other appropriate fields of endeavor. If an SAR member is being considered, he must have served in six leadership capacities in any of the following organizations: church, school, scouting, fraternal, business association, government, patriotic, military, veterans, conservation, hereditary and genealogical, historical, or organized sports. The medal should not be used to recognize service to the SAR as other medals recognize this. An appropriate biographical sketch should accompany any nomination. There is no requirement that the recipient must have previously received the Bronze Good Citizenship Medal.

Bronze Good Citizenship Medal: This medal recognizes individuals whose achievements are noteworthy in their school, community, or state. This medal is a multi-functional medal and can be presented to both adults and minors, including SAR members, who in the opinion of the awarding society or chapter meets the statement provided above. The medal can be presented more than once if the individual qualifies in under a separate category or endeavor.

Bronze Color Guard Medal: This medal is awarded to color guard members who have met the specific requirements outlined by the State Society including three (3) years of service and attendance at a designated number of State events. This medal can only be awarded once and oak leaf clusters are not allowed. *It can only be presented by the State Society.*

Patriot Grave Marking Medal: This medal recognizes efforts to identify, mark and report data on Patriot Graves. The recipient must document specific activities in the location of, preparation of,

participation in and reporting of at least 15 patriot graves. Subsequent recognition is based on an additional 15 graves. *This medal must be approved by the National Patriot Graves Committee.*

Service to Veterans Medal: This medal is awarded to SAR members who have given long and exemplary service to veterans. The medal is awarded to a member who accrues 5,000 USS Stark Award points. When nominated for this award, the nominator must include documentation of these points to the State Medal & Awards Committee. Bronze oak leaf clusters can be awarded for each additional 3,000 points accrued. The awarding of additional oak leaf clusters follows the schedule outlined above.

War Service Medal: This medal is awarded to SAR members who have served in the armed forces of the United States (or one of its allies) and fought against a common enemy in a war or an action recognized by the United States through the issuance of a campaign medal or ribbon. Proof of such service will be through a copy of the member's discharge document or mobilization orders.

Military Service Medal: This medal is awarded to SAR members who served in the United States Military (or one of its allies) but who do not qualify for the War Service Medal. Documentation is required and is similar to that for the War Service Medal.

Medal for Heroism: This medal recognizes outstanding bravery and self-sacrifice in the face of imminent danger. It is intended primarily for acts by civilians not in uniform but can include acts by first responders and SAR members. Awarding chapters and societies are required to forward a form detailing the recipient and the act for which the medal was awarded to the National Headquarters, ATTN: Public Service and Heroism Committee no later than June 1st for inclusion in an annual publication. The report form can be found on the national society website. This medal can be presented posthumously.

Law Enforcement Commendation Medal: This medal recognizes exceptional service or accomplishment in the field of law enforcement. The award can be made the entire range of individuals who service in this field including peace officers, attorneys, judges, prosecutors, and legislators. This medal can only be presented once to an individual and can be presented posthumously. A nomination form must be completed and returned to the National Office. The form is the same as that for the Medal of Heroism.

Fire Safety Commendation Medal: This medal recognizes individuals for accomplishments and/or contributions to the field of fire safety and service. It is not limited to firefighters. The medal can only be presented once and may be presented posthumously. A nomination form must be completed and returned to the National Office. The form is the same as that for the Medal of Heroism.

Emergency Medical Services Commendation Medal: This medal is awarded to paramedics, Emergency Medical Technicians, and other emergency medical service personnel who have performed an act or service beyond that normally expected. The medal can only be presented once and may be presented posthumously. A nomination form must be completed and returned to the National Office. The form is the same as that for the Medal of Heroism.

Silver C.A.R.-SAR Medal of Appreciation: This medal can be presented to either a member of the CAR or SAR in good standing. It recognizes outstanding services rendered to the State CAR Society. This medal can only be presented by the State Society. This medal should only be awarded based on documented service and not by tradition or entitlement.

Bronze C.A.R.-SAR Medal of Appreciation: The medal can be presented to either a member of the CAR or SAR in good standing who has rendered outstanding service to a local CAR Society. Such service can include promoting CAR members to obtain SAR membership, sponsoring CAR member participation in SAR events such as the Annual meeting or a National Congress, those CAR members who have significantly aided SAR programs, or who have provided leadership to a local CAR Society. This medal should only be awarded based on documented service and not by tradition or entitlement.

Outstanding Citizenship Award Lapel Pin: This lapel pin can be presented to deserving individuals in recognition of demonstrated high ideals of character and citizenship. Primary recipients should be students.

Distinguished Service Certificate: This certificate can be awarded to any individual to recognize outstanding personal service exemplifying the finest American Ideals.

Certificate of Appreciation: This is a multi-functional certificate used to recognize various services rendered to the state society or a chapter. Awardees can include members, speakers, or organizations.

Outstanding Citizenship Certificate: This certificate can be presented in conjunction with the Lapel Pin or by itself in lieu of a Bronze Good Citizenship Medal if budgetary constraints prevent ordering the medal.

Flag Certificate: This certificate is presented to individuals, companies, and/or government agencies that fly the United States Flag for patriotic purposes only. It is not given to any commercial enterprise that obviously flies the flag for advertising purposes. The presentation of the certificate is normally made by the SAR member that recommended the award.

III. DAR Medals and Awards

The following medals and awards are presented to members of the DAR or other females as noted.

Daughters of Liberty Medal: This medal is presented to a lady, not necessarily a member of the DAR, in appreciation for her unselfish devotion, tireless effort and assistance to the SAR, and who has dedicated her time, energy, ability, and/or finances to the SAR in support and furtherance of its stated objectives. The medal should only be presented after the SAR Medal of Appreciation or the Martha Washington Medal has been presented. This medal can only be presented once. It is considered second in importance only to the SAR Gold Good Citizenship Medal.

SAR Medal of Appreciation: This medal is presented to a member of the DAR in good standing in recognition of and in appreciation for outstanding services rendered to the SAR. Such services include, but are not limited to, assistance in forming a new SAR chapter, obtaining a specific number of new SAR members, or otherwise aiding in SAR programs. Oak leaf clusters may be presented in the case of multiple awards if the DAR member qualifies for the medal under a different category.

Martha Washington Medal: This medal is presented to a lady who is at least eighteen (18) years of age, not necessarily a DAR member, in recognition of outstanding service to the SAR. This medal can be awarded to a DAR member on a separate occasion if they have already received the SAR Medal of Appreciation and if her service warrants.

Lydia Darraugh Medal: This medal is presented by the outgoing state society or chapter president at the end of his term to the lady who provided significant service to him during his term in office.

Silver Good Citizenship Medal: See description on page 47.

Bronze Good Citizenship Medal: See description on page 47.

IV. Youth & C.A.R. Medals and Awards

The following medals and awards can be presented to Youth and C.A.R. members:

- Bronze Good Citizenship Medal
- Silver C.A.R.-SAR Medal of Appreciation
- Bronze C.A.R.-SAR Medal of Appreciation
- Outstanding Citizenship Award Lapel Pin
- Silver ROTC Medal
- Bronze ROTC Medal
- JROTC Medal

Youth program award winners may also receive monetary and other awards from the state society in recognition of being named the winner of a specific state sponsored contest.

V. Non-SAR Medals and Awards

The following medals and awards can be presented to Non-SAR members:

- Silver Good Citizenship Medal
- Bronze Good Citizenship Medal
- Medal for Heroism
- Law Enforcement Commendation Medal
- Fire Safety Commendation Medal
- Emergency Medical Services Commendation Medal
- Outstanding Citizenship Award Lapel Pin
- Certificate of Appreciation
- Outstanding Citizenship Certificate
- Flag Certificate

VI. Recognition for Monetary Contributions

Donations in support for the various programs and activities of the National Society are recognized in the following manner:

Friends of the SAR Library

SAR members are recognized for donations to and membership in the National Friends of the Library. The Library collection has grown to over 58,000 items including family histories, genealogical materials, federal census records, Revolutionary War pension applications, and a variety of other books and collections. Levels of giving include donated items as well as cash in the following manner:

- Individual Member -----\$25.00 per year
- Family Membership -----\$50.00 per year
- Patron -----\$100.00
- Jefferson Club -----\$500.00

George Washington Endowment Fund

The George Washington Endowment Fund supports various youth programs, event, and other programs that support the SAR outreach mission that may not have specific funding sources. A donor must make a minimum undesignated donation of \$1,000.00. With this minimum donation, the donor is designated a George Washington Fellow and receives a Gold Lapel Pin and a Certificate.

Center for Advancing America's Heritage

The NSSAR began fundraising to construct and endow an educational outreach center in Louisville, KY in 1999. In March 2008, the NSSAR purchased the Fulton-Conway building on West Main Street located across from the Louisville Slugger Museum. NSSAR Executive Director Joe Harris stated, "The Center will promote the understanding of the Revolutionary War period, including its people, places, events, and memorials through educational outreach programs and curricula via Internet, printed material and presentations using both live and recorded media. The Center's museum and library will become a premiere repository of documents and artifacts of the Revolutionary War period."

The NSSAR Genealogical Library was dedicated at the 2010 NSSAR Fall Leadership Meeting. This section of the building houses the NSSAR library, genealogical staff, registrar staff and merchandise staffs.

Beginning in September 2012, renovation work on the remainder of the building was begun. Upon completion, the remainder of the National Headquarters staff will be relocated to the Fulton-Conway building. Fundraising continues with respect to paying for this renovation – estimated at \$7,000,000 – and funding an endowment to cover operating expenses.

The following outlines the recognition of donations for the Center for Advancing America's Heritage:

Donation

\$500 - \$999
\$1,000 - \$4,999
\$5,000 - \$7,499
\$7,500 - \$9,999
\$10,000 - \$24,999**
\$25,000 - \$49,999
\$50,000 - \$99,999
\$100,000 and above

Recognition & Benefits

Antique Copper Lapel Pin
Antique Copper Lapel Pin with Sapphire, Certificate
Antique Copper Lapel Pin with Ruby, Certificate
Antique Copper Lapel Pin with Emerald, Certificate
Bronze Lapel Pin, Certificate, Name Recognition
Silver Lapel Pin, Certificate, Name Recognition
Gold Lapel Pin, Certificate, Name Recognition
Gold Lapel Pin with Diamond, Certificate, Name Recognition,
Commissioned Art Work with Certificate

***Naming opportunities are available for gifts of over \$10,000*

Additional awards specific to specific fund raising requests have been and may yet be authorized.

VII. Minuteman Medal Recipients from South Carolina

The Minuteman Award is the highest award presented to a member by the National Society. It is presented for distinguished service rendered to the SAR on the national level. It was first authorized for presentation in 1952 and is presented annual during the Awards Night at each National Congress. The following compatriots from the South Carolina Society have received this prestigious award:

1954 Charles P Summerall
1985 William B Worthy
1992 Lee Wallace Derrer
1995 William T Allgood
2002 Ronald J Horton

VIII. Patriot Medal Recipients from South Carolina

The following compatriots have received the Patriot Medal from the South Carolina Society:

1965 Dr Boyce McL. Grier; Edward Lomar Hight; Colonel Arthur P McGee
1966 Joseph A Pippen
1967 Frank S Hight
1968 Colonel Carl Frank Myers Jr
1969 Hilton Scott Murphy
1970 Colonel Francis Murray Mack
1973 Joseph H Cutchin MD
1978 Carl H May; Colonel Francis Murray Mack **; Lt Colonel Samuel Sidney Wood
1979 Harold McCallum McLeod
1980 George Frederick Oliver Jr
1981 William Buford Worthy
1982 George Bailey Myers
1983 Elmer Thomas Crowson
1984 Cohn Hugh Cantrell Jr; Charles Mills Pace
1985 Walter Taylor Barron
1987 William T Allgood
1989 Alex M Coeiger; Dr Edwin Robertson Worrell
1990 David Keener Summers Jr
1991 James Samuel Hobson; Malcolm Lester Mann
1992 William Headen Darnell PhD; Rev Dr Lynwood D Jordan Sr
1994 Harry L Cunningham; Mills F Nunn
1997 William Headen Darnell PhD **
1998 Ronald Johnson Horton; Franklin Albert Spearman II
2002 Dr Samuel Perry Davis Sr; Merrill Reich
2003 Colonel Frank Kenneth Babbitt Jr
2004 James Robert Cook
2005 Frank William Branson III
2006 Julian Victor Brandt III
2007 Rev Theodore Roosevelt Morton Jr; A Daniel Patten Jr; Donald Everett Wilder Jr

- 2008 Mark C. Anthony; Gregory H. Ohanesian
- 2009 Steve L Blackwell, Victor Compton
- 2010 Redding I Corbett III
- 2011 C. Dean Cullison, Paul Livingston Grier,
- 2012 Douglas Brantley Doster, John T. Smith
- 2013 David Joseph Johnson, Daniel Keith Woodruff
- 2014 Norman B. Pigeon

***Awarded a second medal*

IX. Awards Won by the South Carolina Society

The following awards have been presented to the South Carolina Society at the various annual National Congresses. These awards are more fully described in Volume IV of the National Handbook. Also listed are the names of any sponsored winners of national awards.

1979	89 th National Congress	San Diego, CA	
1980	90 th National Congress	Winston-Salem, NC	President General's Streamer
1981	91 st National Congress	Oklahoma City, OK	President General's Streamer
1982	92 nd National Congress	Portland, OR	
1983	93 rd National Congress	Atlanta, GA	
1984	94 th National Congress	Cincinnati, OH	President General's Streamer
1985	95 th National Congress	Louisville, KY	
1986	96 th National Congress	Tampa, FL	
1987	97 th National Congress	King of Prussia, PA	
1988	98 th National Congress	Washington DC	
1989	99 th National Congress	San Francisco, CA	
1990	100 th National Congress	Louisville, KY	
1991	101 st National Congress	Kansas City, KS	
1992	102 nd National Congress	Phoenix, AZ	
1993	103 rd National Congress	Norfolk, VA	NSSAR Officers Streamer
1994	104 th National Congress	New Orleans, LA	
1995	105 th National Congress	Louisville, KY	
1996	106 th National Congress	San Antonio, TX	NSSAR Officers Streamer
1997	107 th National Congress	Baltimore, MD	NSSAR Officers Streamer
1998	108 th National Congress	Orlando, FL	USS Stark Memorial Award
1999	109 th National Congress	San Diego, CA	
2000	110 th National Congress	Boston, MA	NSSAR Officers Streamer
2001	111 th National Congress	Louisville, KY	NSSAR Officers Streamer Admiral Wm Furlong Memorial Award
2002	112 th National Congress	Nashville, TN	NSSAR Officers Streamer Admiral Wm Furlong Memorial Award
2003	113 th National Congress	Chicago, IL	NSSAR Officers Streamer Harold L Putnam Award (Oration) – Andrew Montgomery, Winner
2004	114 th National Congress	Pittsburgh, PA	NS C.A.R. Activity Streamer NSSAR Officers Streamer Arthur J Tremble Award – The 1776 Trophy
2005	115 th National Congress	Louisville, KY	NS C.A.R. Activity Streamer
2006	116 th National Congress	Dallas, TX	
2007	117 th National Congress	Williamsburg, VA	President General's Streamer Allene Wilson Groves Americanism Award NS C.A.R. Activity Streamer John C Haughton Enhanced JROTC Award – Stephen Bryant, Winner
2008	118 th National Congress	Sacramento, CA	President General's Streamer NS C.A.R. Activity Streamer

			NSSAR Partners in Patriotism Certificate George & Stella Knight Award – Jenna Barker, Winner
2009	119 th National Congress	Atlanta, GA	NS C.A.R. Activity Streamer NSSAR Officers Streamer Admiral Wm Furlong Memorial Award
2010	120 th National Congress	Cleveland, OH	NS C.A.R. Activity Streamer Grahame T Smallwood Jr Award – Best State Newsletter over 10 pages
2011	121 st National Congress	Winston-Salem, NC	Allene Wilson Groves Americanism Award NSSAR Officers Streamer Admiral Wm Furlong Memorial Award Grahame T Smallwood Jr Award (Honorable Mention) Support of the CAAH
2012	122 nd National Congress	Phoenix, AZ	NS C.A.R. Activity Streamer NSSAR Officers Streamer Support of the CAAH
2013	123 rd National Congress	Kansas City, MO	
2014	124 th National Congress	Greenville, SC	
2015	125 th National Congress	Louisville, KY	
2016	126 th National Congress	Boston, MA	

Admiral William R Furlong Memorial Award: Society & 50% of chapters presenting a Flag Certificate
Allene Wilson Groves Americanism Award: Presented for the best implementation of the SAR Americanism program

George & Stella Knight Award: Presented to the State Society sponsoring the Knight Essay winner

Graham T Smallwood Jr Award: Presented to the State Society with the best newsletter

Harold L Putnam Award: Presented to State Society sponsoring the Rumbaugh Oration Contest winner

John C Haughton Enhanced JROTC Award: Presented to State Society sponsoring the Enhanced JROTC winner

NSSAR Officers Streamer: State President & National Trustee or Alternate Trustee attending all national meetings

Partners in Patriotism Certificate: Presented to each State Society that evidences working with Veterans groups

President General's Streamer: Presented for the best implementation of SAR principles

X. Battle Commemoration Streamers Earned by the South Carolina Society

The South Carolina Society regularly participates in the commemoration of various Revolutionary War battles and events for which it earns a streamer. The following is a listing of the commemoration streamers displayed on the State Society Flag.

- 2004: Kettle Creek 224th; Kings Mountain 224th
- 2005: Kettle Creek 225th; Buford's Massacre 225th; Kings Mountain 225th
- 2006: Cowpens 225th; Kettle Creek 226th; Guilford Courthouse 225th;
- 2007: Cowpens 226th; Kings Mountain 227th
- 2008: Cowpens 227th; Kings Mountain 228th
- 2009: Cowpens 228th; Guilford Courthouse 228th; Kings Mountain 229th
- 2010: Cowpens 229th; Guilford Courthouse 229th; Ramsaur's Mill 230th; Sycamore Shoals 230th; Kings Mountain 230th
- 2011: Cowpens 230th; Kettle Creek 232nd; Moore's Creek Bridge 236th; Guilford Courthouse 230th; Ramsaur's Mill 231st; Sycamore Shoals 231st; Kings Mountain 231st; Great Canebrake 236th
- 2012: Cowpens 231st; Cowan's Ford 231st; Kettle Creek 233rd; Guilford Courthouse 231st; Ramsaur's Mill 232nd; Sycamore Shoals, 232nd; Kings Mountain 232nd; Great Canebrake 237th

2013: Cowpens 232nd, Kettle Creek 233rd, Guilford Courthouse 232nd, Ramsaur's Mill 232nd,
Sycamore Shoals 232nd, Kings Mountain 232nd, Great Canebrake 237th
2014: Cowpens 233rd, Kettle Creek 234th, Guilford Courthouse 233rd, SCSSAR 125th

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