



**NMSSAR HANDBOOK**

**FOR OFFICERS AND COMMITTEE'S**

**DUTIES AND RESPONSIBILITIES**

February 15, 2010

Seventh and Final Draft

## INTRODUCTION AND STATEMENT OF APPRECIATION

The NMSSAR Handbook for Officers and Committee Chairmen is provided as a **guideline** of the duties and responsibilities for each member who accepts and serves in a leadership roll of the State Society. This edition of the Handbook was produced from a draft Handbook written by Past PG George Nelson Sells of New Mexico dated 1969. Records do not show that it was ever implemented at that time, but his work is the basis of this edition and we are indebted to him for his insight and organization that we have used in this update.

The Handbook is a guide. In most instances the officer should adhere to the duties and responsibilities of the accepted position. As changes to those duties and responsibilities are determined in the course of future activities, the Handbook should be reviewed, revised and updated to reflect the changes and state the new duties and responsibilities.

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# **NEW MEXICO SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION**

## **NATIONAL TRUSTEE**

### **DUTIES AND RESPONSIBILITIES**

### **BY-LAWS**

The National Trustee shall represent this Society on the National Board of Trustees. In discharging his duties as set forth in the Constitution and By-Laws of the National Society of the Sons of the American Revolution, he shall always endeavor to express the true consensus of the State Society and to exercise "his" own judgment within the scope of the State Society's position and guidelines to him.

Per the National By-Laws No.16, Section 2 an alternate trustee shall be chosen by the Board of Managers to act in place of the trustee when required.

### **GUIDELINES FOR NATIONAL TRUSTEES**

The Charter of the National Society SAR states that not less than 40 Trustees who shall be elected annually at such time as fixed by the By-laws shall manage the property and affairs of the Society. Trustees shall hold office for one year, and/or until their successor are elected and qualified. Said Trustees shall each serve without compensation. (Article IV, Section 2 of the National Constitution provides that a Board of Trustees, consisting of the General Officers, living Past Presidents General and one member from each State Society, shall administer the affairs of the National Society.)

No compatriot should accept the office of Trustee unless he is willing to actively assume all of the responsibilities and duties thereof. If he does not have the time, resources and interest to devote to the office, he should decline, and another nominee should be elected. The capabilities of a nominee should be the prime factor in his election.

Each State Society nominates a Trustee and an Alternate Trustee, but only the National Society elects them.

A Trustee is junior in rank to National officers and senior to State officers on all issues of protocol.

There is no expense allowance for Trustees.

A National Trustee represents his State Society at the National level, but his representation should be with the advice and consent of the State President and the State Society's Board of Managers. Normal procedure, but not required, is that the immediate Past State President serves as National Trustee, and that the office be rotated from year to year.

A Trustee should:

1. Attend all of his State Society's functions, including meetings of his State Society's Board of Managers, and aid the State President in hosting National officers.
2. Attends Rocky Mountain District Meetings when called by the District's Vice PG.;
3. Attend and represent his State Society at all meetings of the Trustees;
4. Encourage his State Society to recommend qualified compatriots for National committees. These recommendations should be submitted to the National Executive Secretary, by May 1<sup>st</sup>, who will transmit them to the newly elected President General;
5. Forward copies of all Chapter and State Society adopted Resolutions to be considered by the next (Annual) Congress to the National Chairman of the Resolutions Committee;
6. Invite and encourage his State President and other State Officers to attend National Trustees' meetings so that they may collaborate upon the issues present (visitors have the freedom of the floor, but not a vote);
7. Maintain a close and constant relationship with the Vice President General of the Mountain District;
8. Maintain copies of the Constitution and Bylaws of the State Society and the Chapters within his state. When required by National Society action, recommend the State and Chapters review, revise and update their documentation.
9. Serve as liaison between the State Society and the National Society;
10. Submit to the Board of Managers of the New Mexico State Society of the Sons of the American Revolution a detailed report of the business enacted and/or actions under consideration by the Board of Trustees.

## **BOARD OF MANAGERS**

### **DUTIES AND RESPONSIBILITIES**

#### **BY-LAWS**

The Board of Managers shall be composed of the elected officers of this Society and the president of each chapter or his designee as alternate as set forth in Article Three of the Constitution. In addition to those general duties and powers set forth in Article Three, the Board of Managers shall:

1. Act to audit and review the records of the Treasurer annually and/or before they are turned over to his successor.
2. Meet promptly after the swearing in of the new State Officers for the purpose of preparing a budget of expected revenues and proposed expenditures for the ensuing year.
3. Approve or disapprove all requested expenditures of Society funds with the exception of routine (approved budgeted items) or incidental operating expenses.
4. In the case of a vacancy or temporary disability of any Board member, appoint a member in good standing to fill such vacancy until the next election or during the temporary disability; except as otherwise provided herein.
5. Make proper recommendations to the National Society that it discipline or expel any member who by conduct disloyal to the ideals or prejudicial to the interests of the National Society of the Sons of the American Revolution, shall render himself unworthy of membership in this Society; provided that the accused shall have had due notice and an opportunity to be heard.
6. Meet in executive session upon the call of the President; provided that the Board may call itself into executive session without issuance of a call by the President, upon the written request of a majority. (At this time that would be 8 members of the 15 members of the BOM.)
7. Be empowered to issue charters creating local Chapters of the Sons of the American Revolution in the State of New Mexico upon petition by at least ten members in good standing of the New Mexico Society and in a contiguous area or the state, who desire to comprise the membership of such Chapter.
8. At all times in the performance of its official duties, act wholly within the scope and intent of the Constitution and By-Laws of the National Society of the Sons of the American Revolution.

#### **OTHER FUNCTIONS:**

1. Approve the President's recommended Committees other than Standing Committees
2. Determine amount of initiation fee and dues.
3. Select a nominee for Trustee that must be submitted to National Society at least 30 days prior to the annual Congress which elects him.
4. Make recommendations to Rocky Mountain District Council re VP General candidate.

## STATE OFFICERS

### DUTIES AND RESPONSIBILITIES

### BY-LAWS

Every officer of this Society in the performance of his official duties shall act at all times within the scope and intent of the Constitution and By-Laws of the National Society of the Sons of the American Revolution

In addition to the general duties and powers which customarily pertain to their respective offices, the officers enumerated under Article Two of the Constitution of this Society shall have such duties as are [here-in-after] imposed. There may be other powers conferred or delegated to them from time to time by the Board of Managers.

Officers of the New Mexico Society: All of the listed Officers are voting members of the Board of Managers. A quorum is eight of the following Officers.

1. President
2. First Vice President
3. Second Vice President
4. Third Vice President
5. Secretary
6. Treasurer
7. Registrar
8. Genealogist
9. Historian
10. Chancellor
11. Chaplain
12. Immediate Past President
13. Each President (or representative) from the three (3) New Mexico Chapters
14. Current National Trustee (Note) A National Trustee may or may not be a State Officer, and outranks State President in matters of protocol
15. Present National General Officer (Note) outranks the State Officers and Trustee in matters of protocol

## **PRESIDENT**

### **DUTIES AND RESPONSIBILITIES**

#### **BY-LAWS**

The President shall be the chief executive officer of this Society and shall exercise general control over its affairs under authority of the Board of Managers and this Constitution and By-Laws. He shall preside as Chairman at all meetings of this Society and of the Board of Managers, and shall have the right to cast his vote in their deliberations. He shall appoint all committees and instruct the Secretary to call all meetings of the Society or Board, except as otherwise provided in the By-Laws or Constitution of this Society. He shall make an annual written report to the Society at its Annual meeting. Such report shall contain a summary of the more important administrative acts and Board decisions during the preceding year. Prepare and submit the Annual Report to go to National Office.

The Past State President shall serve one year as a voting member of the Board of Managers subsequent to the completion of his term as President.

The yearly Budget will be approved by the President prior to submittal to the BOM for their review and approval.

The Society's Constitution states that the President shall not serve two successive terms. Though this is preferred, the maximum term in office shall not exceed two successive years.

#### **DETAILING OF DUTIES:**

The President shall:

1. Preside at all meetings of the Society, have a well-prepared agenda and shall exercise the usual functions of a presiding officer under Robert's Rules of Order and the Constitution & Bylaws of the New Mexico Society Sons of the American Revolution.
2. Arrange for and preside over the Annual Meeting of the New Mexico Society and the Board of Managers meetings. Instruct secretary to call meetings of the society and of the board: Includes close communication with the Secretary on timing and announcements, Society correspondence, meeting agenda, etc.
3. Lead a delegation and represent the State Society to the National Congress during his term of office. He should also attend the Council of State Presidents meeting held during the Congress.

4. Perform such representation duties as become necessary on behalf of the State Society either in person or by correspondence. He should attend State Meetings of the DAR and CAR and as many Chapter meetings as possible during his term of office.
5. Inform the First Vice-President of the status of the State Society in order to allow a smooth transfer upon surrender of the office.
6. Direct the Secretary in other duties as assigned.
7. Will appoint committee chairman and also appoint the constituent members of the Committee. However, appointing constituent members of each committee may be delegated to committee chairmen at the discretion of the President.
8. Be listed as the primary officer of the corporation in the New Mexico Secretary of State's Office.

#### Other Duties of the President

1. Correspond with the Vice President General, Rocky Mountain District, the Executive Secretary NSSAR, and other National and/or State officials as required.
2. Attend National or Regional meetings as representative of the New Mexico Society. (May be delegated).
3. Attend meetings and events of other Patriotic Societies to represent or bring greetings from the New Mexico Society. (May be delegated).
4. Attend: board meetings of New Mexico Chapters as representative of The New Mexico Society. (May be delegated).
5. Correspond with and visit New Mexico Chapters as deemed necessary.
6. Present New Mexico Society awards or medals. (May be delegated)
7. Visit members who are ill, bereaved, or otherwise incapacitated. (May be delegated); also prepare letters of sympathy in conjunction with the State Chaplain.
8. Appoint delegates to the National Congress.
9. Invite the current President General of the National Society to visit. New Mexico,



## **FIRST, SECOND, AND THIRD VICE PRESIDENTS**

### **DUTIES & RESPONSIBILITIES**

#### **BY-LAWS**

The Vice-Presidents shall rank in order of precedence; First, Second, and Third. In the absence or incapacity of the President to serve the ranking Vice-President in order of precedence shall serve and perform all the duties and exercise all, of the powers of the President.

Each vice President will oversee committee activities assigned to him by the President and assure that the committee performs its duties as set forth below under Committees.

In Addition, the First Vice President will work directly with the President and be kept appraised of NMSSAR business in preparation of being elected to the Presidency for the next year.

**OTHER FUNCTIONS:** These duties shall involve, but not be limited to the following:

At general meetings of the society act as host (individually or jointly when the National Trustee in attendance.) to greet members, guests and visitors and to perform any required introductions prior to the meeting.

Ascertain the names for visiting D.A.R., officers and any other V.I.P.'s that should be introduced during the meeting. These names should be given to the President with all pertinent information. Each Vice-President shall exercise such other duties and powers as may be delegated to him by the President.

## SECRETARY

### DUTIES AND RESPONSIBILITY

#### BY-LAWS

At the direction of the President, he shall call all meetings of the New Mexico State Society and of the Board of Managers. He shall keep a fair and accurate record of the proceedings (minutes) of all meetings of the Society and the Board, and under the direction of the President shall conduct the general correspondence of both. Furnish copies to President, Secretary, Historian, and others required to take action. (Send to all Board members.)

He shall turn over to his successor any or all such records and correspondence, when he shall for any reason leave office.

#### DETAILING OF DUTIES IN THE BY-LAWS

1. In calling general meetings specify: Name and address of meeting place, date and time of day, participants, and purpose of meeting. Include major agenda items, name of speaker and title of his address, other special events, menu and cost of meal, note any enclosures, etc. Furnish phone numbers to call if attending. **Note all meetings are open to SAR members and guests unless specifically noted as closed.**

After coordination with the President, the State Secretary will provide the agenda for all Meetings of the Board of Managers and the Annual Meeting.

2. General correspondence shall be covered under the following categories and the secretary will maintain general and correspondence files for the Society)
  - A. With National Headquarters and Officers.
  - B. With other state Societies.
  - C. With New Mexico Chapters.
  - D. With new members. Upon receiving official notification of acceptance from the Registrar General. (Advise the N.M. Registrar, the Treasurer, and the Communications Committee Chairman.)
    - a. Send copy of letter to sponsor, coordinating with the Registrar. Receive all certificates of membership and distribute as follows:
      - i. (Albuquerque, Gadsden and Santa Fe Chapter members to their President.
      - ii. Other members to their MAILING ADDRESS).
    - b. Provide a Rosette and other brochures, as available and required and maintain supply of Rosettes and Lapel Pins and brochures.
    - c. Record name, number, address, e-mail, telephone(s), etc. on the state membership rolls, including the record of all N.M. past and current members.

- d. Run computer record by year of all additions and deletions. (What does this actually mean?)
- e. Assure that each new Compatriot receives a properly executed and signed membership certificate. In addition, the State Secretary shall make available to the Chapter Secretaries, upon request for members not using e-mail or the network, of the Constitution and Bylaws of the New Mexico Society as well as the name and address where each new member may obtain the latest issue of the National Constitution and Bylaws. The Secretary shall also give to the Chapter Secretaries copies of the NMSSAR Handbook.
- f. The State Secretary shall provide for publication by the State editor of the New Mexico Website and Newsletter all new members and new supplemental information that he provided to the National Society in the annual report. He shall also provide the same information to the State President.

#### OTHER SECRETARIAL FUNCTIONS (NOT IN CUSTODY OF OTHER OFFICERS)

1. Maintain current records of all members. Check these with the Treasurer prior to sending out dues notices and at the time of the Annual Report to Headquarters. Originate Transfer papers and reinstatements affecting the N.M. Society. Record all changes in membership status, address changes, etc., and advise Registrar, Treasurer, and Communications Committee Chairman. Includes: Name, address, National/State numbers, status (New, Transfer, Resigned, Demit, Deceased), and Chapter affiliation, Date of change. Advise National and/or update NSSAR Data Base of any address changes, or separation from membership.

In Addition, notify the National Society Executive Director of the death of any compatriot. He shall place the information on the Obituary Form provided by the National Society. He shall also notify the President, Registrar, and chaplain via copies of the Form.

2. Prepare and maintain a list of the Officers of the New Mexico Society that have been duly elected and properly installed at the annual membership meeting. In addition, the Secretary shall provide to the National Society, the name, current address, and office of each Chapter President and Chapter Secretary. This shall be done as soon as possible after the annual membership meeting to allow the editor of the SAR Magazine to properly publish these names and addresses in the Summer issue.
3. Notify National promptly of new President and Secretary's name and address for inclusion in the S.A.R., Magazine listing.)
4. Report to the National Society those compatriots who have been duly elected to represent the New Mexico society as delegates to the annual National Congress. In addition, the Secretary will complete and mail to each delegate the Certification of his being a delegate, so that the delegate may be allowed to vote at the annual National Congress.

5. File a copy of all correspondence in the Secretarial file, furnish copies to the President and/or Historian of pertinent items.
6. Furnish State Officers Ballot and State Roster to permit mailing a minimum of 30 days prior to Annual meeting.
7. Provide stationery and envelopes for ballots and other pertinent correspondence.
8. Have certificate of appreciation prepared and framed for outgoing President. (Black narrow frame).
9. Maintain the tax identification number of the State Society and the constituent Chapters (if required) in order to maintain the tax-exempt status for the New Mexico Society.
10. The State Secretary shall obtain officers reports from all State Officers and Committee Chairman and prepare those reports in booklet/written form to be presented at the Annual Meeting.
11. Be listed as corporate officer in the annual filing with the New Mexico Secretary of State's Office. In addition, the Secretary shall maintain the tax-exempt status with the New Mexico Department of Revenue.

Please Note: The address for the New Mexico Society is the home address of the Secretary. The Post Office Box is not acceptable to the Secretary of State's Office.

## TREASURER

### DUTIES AND RESPONSIBILITIES

#### BY-LAWS:

The Treasurer, working with the Secretary (who keeps the master NMSSAR Roster), shall properly bill all Society members for initiation fees and annual dues payable to the Society or to the National Society. He shall receive all moneys paid into Society funds, and shall deposit the same in such depository as shall be designated by the Board of Managers. He shall receive all moneys paid in for the account of the National Society (or one of the New Mexico Chapters), and shall remit the same to the National Society (or the involved Chapter).

He shall make all disbursements of Society funds; provided that he shall secure from the Board of Managers prior authority for all disbursements save only for routine or incidental current operating expenses. He shall keep a fair and accurate record of all funds and financial transactions of the Society, and he shall turn over such records to his successor when he shall for any reason leave office; and during his term of office, he shall present such records to the Board of Managers for auditing and review when so requested by the Board. He may serve without bond at the discretion of the Board of Managers. But he shall have the privilege of being bonded at the Society's expense if he and the BOM choose to do so.

#### OTHER FUNCTIONS:

1. Keep financial records by Society fiscal year - July 1st to June 30<sup>th</sup>. Such records shall be in sufficient detail to permit comparison with the established budget, and to serve as the basis for the establishment of the following year's budget.
2. Prepare the annual budget for consultation with the President; thereafter submit it to the Board of Managers for their approval
3. Provide, per the approved budget, for the replacement of funds expended by the Registrar and Committee Chairman's expenses upon their respective submittal of the expenses incurred. Non-budgeted expenses require BOM approval prior to reimbursement.
4. Present a Treasurer's report at Society General meetings and at Board meetings. Prepare a detailed report at the end of the fiscal year for audit by the Board of Managers; support with records.
5. Per By-Laws, work with the Secretary to bill for State & Chapter dues.
6. Advise the Secretary of any changes in status or address received via check.
7. Work with Secretary to maintain and order supply of dues notices and mailing envelopes.
8. Reimburse members for their expenses on behalf of the NMSSAR when supported by appropriate written documentation.
9. Prepare and file income tax federal (IRS Form 990) and state forms as required by law

## REGISTRAR

### DUTIES AND RESPONSIBILITIES

#### BY-LAWS:

The Registrar shall examine all applications for membership, and shall make appropriate recommendations thereon to the National Society. He shall have the care and custody of all membership records, and shall keep a complete register of the names, dates of birth, dates of admission, resignations, expulsions or death, or other demissions of all members; together with pertinent information concerning applicants who are refused admission.

#### DETAILING OF DUTIES IN THE BY-LAWS:

##### 1. APPLICATIONS FOR MEMBERSHIP:

The processing of such applications includes the following steps:

- A. Sending letter of invitation to prospect (copy to sponsor) stating name of sponsor, amount of admission fee, amount of National and State dues, and when such dues are payable. Enclosures: a genealogical work sheet to be prepared and returned together with the admission fee. Notify the local Chapter Genealogist of the prospect's name, address and phone number.
- B. Assisting the prospect and Genealogist in preparing the applicant's work sheet.
  - a. Preparing the formal application to be signed by the prospect and by the Secretary and by the Registrar of the State Society. Forward to the National Society with any comments appended.
  - b. Assure that proper fees accompany the applications and forward to the State Secretary for forwarding. The State Secretary shall forward the State fees to the State Treasurer and the Application and National fees to the Treasurer General using the NSSAR transmittal form to the National Society for review and approval.
  - c. Work with the Genealogist General and the Staff Genealogist to get applications approved in an expeditious manner
  - d. Maintain an official log of National Society transmittals and dispense information from this log to other State or Chapter Officers upon request.

e. Maintain an ample supply of new member and supplemental application forms along with application instructions for use by applicants and members

C. Respond to applicant and member queries regarding National Society application requirements. Send copy of letter to sponsor, coordinating with the Registrar. Receive all certificates of membership and distribute as follows:

Albuquerque, Gadsden and Santa Fe Chapter members to their President.

Other members to their MAILING ADDRESS.

D. Retain a copy of all past and present applications of members of the New Mexico Society. Provide, on request, access to all applications information to members of the Board of Managers. On request, supply to The Daughters of the American Revolution and the Children of the American Revolution all information that is available on a New Mexico application from.

## 2. RECORDS OF NON-ADMISSIONS

- o Maintain in sequence, by surname, a permanent file.

## OTHER FUNCTIONS:

1. Serve on the Membership Committee that should meet to discuss ways and means of recruiting new members and avoiding loss of current members other than through normal attrition.
2. Process transfers from C.A.R. to S.A.R.
3. Prepare a membership report to be presented at Board Of Managers meetings of the State Society.

## **GENEALOGIST**

### **DUTIES AND RESPONSIBILITIES**

The Genealogist shall provide support to the Registrar and all prospective NMSSAR members as they work to complete their application for membership. Searches for documentation to verify prospective members lineage and the relationship of that lineage to a Revolutionary soldier or supporter to the American Revolution will be provided.

Assist sponsoring Chapter in the event of discrepancies with pending applications and shall work with the State or Chapter Registrars to correct and get applications approved and forwarded to the National Staff Genealogist for final approval.

The Genealogist shall examine all applications for membership in the Society and shall with the Registrar approve those applications found to be in accordance with the policies, criteria and procedures established by the National Genealogy Committee and the provisions of the SAR Constitution and Bylaws.

Work with the National Staff Genealogist in reviewing applications that have been held up for additional information from the applicant. He should also assist the applicant in obtaining the necessary documentation requested. Keep his State Society informed to new changes and policies recommended by the Genealogy Committee and the Genealogist General.

Be available to any member of this society for assistance in preparing applications for prospective members or for preparing their supplemental applications. Perform other duties that may be assigned to him by the State President or the Board of Managers.



## **HISTORIAN**

### **DUTIES AND RESPONSIBILITIES**

The Historian is responsible for the collection, preservation and retention of historical materials of the NMSSAR and its various Chapters. He is also responsible for periodically writing an update of the history of the NMSSAR. .

The Historian will Collect and maintain the State Meeting agendas and all events that have taken place during those meetings including photographs and other important materials that may have historical importance. He will work with and obtain input from Chapter Historians to add to State Archives.

The Historian will work with the Education and Americanism Committee as a resource to oversee the history programs of the NMSSAR. He is responsible for establishing and maintaining a relationship with the History Departments of the several Universities located in the State of New Mexico to promote the teaching of Revolutionary War history in the Universities and with the State Department of Education to encourage the teaching of the American Revolutionary era, the war and the leaders of the period (including the Spanish cultural influences and the Spanish leaders) in the school systems in New Mexico.

He shall interface with the National Historian in the search for suitable material and for providing information about Revolutionary War activities in our state (the Spanish contribution to the American Revolution) for use by the Education and Americanism Committee.

The Historian selects the research and writings that have made a significant contribution to the preservation of the history of the American Revolution era for use by the Education Committee members and other NMSSAR members that interface with the school systems in New Mexico.

Submit articles of historical interest to the New Mexico Website and Newsletter.

Perform other duties that may be assigned to him by the State President or the Board of Managers.

## CHANCELLOR

### DUTIES AND RESPONSIBILITIES

#### AS STATED IN THE BY-LAWS:

The Chancellor shall be an attorney-at-law, and it shall be his duty **as Corporate Counsel** to give opinions on legal matters affecting the Society when the proper officers refer such questions to him.

He may serve as the Parliamentarian at all State Meetings to advise the chair in its rulings on proper parliamentary procedure.

Serve as a member of the State Bylaws and Resolutions Committee to draft the language of proposed amendments to the Articles of Incorporation, State Bylaws and State Standing Rules. Serves as the Chief Justice of the State Society to decide matters of law including, but not limited to, the interpretation of the Articles, Bylaws, Standing Rules and Robert's Rules of Order (Revised) to a given fact situation when requested by the Meeting of Members, Board of Managers or a State Officer acting within the scope of his office

Serve as Chairman of the Ethics Committee when it is called into session by the State President.

Maintain the official State Society copy of the NMSSAR Articles of Incorporation, State Constitution and Bylaws and State Standing Rules. Assure that the Secretary has up to date copies of these documents to provide to any member on written request.

## **CHAPLAIN**

### **DUTIES AND RESPONSIBILITIES**

#### **AS STATED IN THE BY-LAWS:**

The Chaplain shall be an ordained minister provided that if there be no ordained minister available to serve from amongst the members in good standing within this Society, then a layman may serve; and provided further that in selecting such a layman, preference shall be given to men closely identified with the affairs of their church.

He shall pronounce the invocation and the benediction at all Society meetings and upon other appropriate occasions; and he shall perform such other religious functions as shall to him seem proper, under authority of the Board of Managers.

Co-ordinate with the State President and forward condolence cards to the family of compatriots upon notification of their death.

Make recommendations to the Treasurer for reimbursement of funds to Chapters when the Chapter purchases the NSSAR Memorial Markers (3 1/2" marker cat #0603C).

Conduct Memorial Service at the Annual meeting for those compatriots who passed the preceding year.

Serve on the Ethics Committee and any other tasks assigned by the President.

Provide NMSSAR Secretary with Annual Report of activities for publication prior to the Annual Meeting of the Membership.

## NMSSAR COMMITTEES

### STANDING COMMITTEES:

1. Awards and Medals Committee: National Awards to members, Chapter and State Fire and Safety Award, and Law Enforcement Award and other awards to citizens and members including, as subcommittees, the Eagle Scout and ROTC Awards.
2. CAR/DAR Liaison
3. Color Guard
4. Communications (Public Relations, News Letters, the Website, and other required communications to all members in conjunction with the Secretary of the Society.
5. Education and Americanism
6. Membership
7. Naturalization Liaison
8. Nominations
9. Veterans
10. Special Committees:

Constitution and Bylaws (A Special Committee to be instituted by the President as required.)

2012 Congress Planning Committee (to be a Special Committee until the 2012 Congress and includes the Congress's assigned Registration Committee duties.)

**\*All Committee Chairs will provide a yearly written report at the Annual Meeting.**

**\*\* Committee Chairs will keep the President of the NMSSAR apprised of meetings and events that he should attend**

## **AWARDS and MEDALS COMMITTEE**

### **DUTIES AND RESPONSIBILITIES**

1. Provide nominee for:

- A. The **Minuteman Medal** (The National Society approves and presents this award)

NOTE: Utilize standard form provided by NSSAR and approved 'by the State President and Secretary (accompany by check for cost of medal & certificate.)

- B. **Good Citizenship Medal** (The gold medal must be approved by the National Society.)
- C. Select recipient of the **Douglas G. High Oration Contest** prizes (When Held)
- D. **The Patriot Medal** recipients are selected by the current holders of the medal and by the Awards and Medals Committee members and approved by the NMSSAR BOM.

2. Awards listed in the NSSAR Official Handbook, Volume III – Insignia, Medals and Awards including The D.A.R. Medal of Appreciation, the S.A.R. Martha Washington Medal will be recommended, as appropriate, to the Board of Management by the Awards and Medals Committee as an official report at each quarterly meeting of the NMSSAR.

3. Prepare biographical forms as required for nominees and recipients of awards. Also, arrange for lettering or engraving of awards, plaques, certificates, etc. Purchase same upon authorization.

4. Certificates for proper flying of the Colors should be made by Chapter Presidents or their representatives to citizens, businesses and organizations that consistently present our Flag.

## **EAGLE SCOUT AWARDS SUB-COMMITTEE**

### **DUTIES AND RESPONSIBILITIES**

The Eagle Scout Awards Committee will, each year, gather the names of eagle scouts in the State of New Mexico and obtain the certificates and other materials required for presentation.

The Eagle Scout Awards Committee will, each year, provide to the appropriate SAR Chapter the materials for presentation to the local troop(s) eagle scouts.

The Chapter President or designate will present the eagle scouts with their awards at their awards ceremony. See attached supplement material for details and contacts.

## **ROTC AWARDS SUB-COMMITTEE**

### **DUTIES AND RESPONSIBILITIES**

The ROTC Awards Committee will, each year, gather the names of selected ROTC members and Junior ROTC members from the Universities, Colleges and High Schools in the State of New Mexico and obtain the certificates, badges and other materials required for presentation.

The ROTC Awards Committee will, each year, provide to the appropriate SAR Chapter the materials for presentation to the local ROTC or junior ROTC unit.

The Chapter President or designate will present the selected ROTC or junior ROTC member with their awards at their awards ceremony. See attached supplement material for details and contacts.

## **C.A.R./ DAR LIAISON**

### **DUTIES AND RESPONSIBILITIES**

1. To be a contact for the New Mexico Society with the C.A.R. and the New Mexico Society, D.A.R. to determine what events and activities the S.A.R. Society/Chapters should support. Keep in good contact with the C.A.R. and D.A.R. Officers and provide a schedule of events and activities that will require SAR participation.

2. Publicize, (Post the schedule on the website and in the newsletter.) attend, and invite other S.A.R. members to support appropriate C.A.R. and D.A.R. functions – Chapter, State, and Regional. Invite appropriate C.A.R. members and leaders to attend S.A.R. functions.

NOTE: In either instance, the attending parties will normally pay their own way.

3. Work with the Awards Committee to determine the Awardee of the James O. Marsh Memorial Award made annually to the outstanding member of the Zebulon Montgomery Pike Society of the CAR. NOTE: the Senior Officers of that Chapter make the selection. Obtain the name of the recipient and a biographical sketch outlining his or her accomplishments. Procure a suitable plaque with plate to be engraved:

James O. Marsh Memorial Award  
For C.A.R. Excellence  
To (Name of Recipient)  
By New Mexico Society S.A.R.  
(Year)

Note: On July 24, 1976 — The State Board amended this to make the award to the “Outstanding member of the New Mexico Society CAR”.

## **COLOR GUARD COMMITTEE**

### **DUTIES AND RESPONSIBILITIES**

Establish and train one or more Color Guard units for presentation and posting of the Colors at appropriate SAR, City, County, State and Federal occasions. Provide a minimum of three (3) and a maximum of seven (7) members for these occasions as appropriate and available. See the supplemental material for the detailed process for presenting and posting of Colors

Parade as a Color guard unit in appropriate nationally recognized holiday parades such as Memorial Day, Flag Day, 4<sup>th</sup> of July, and Veterans Day events. During parades Color Guard members may ride in the parade rather than walk.

## **COMMUNICATIONS COMMITTEE**

### **DUTIES AND RESPONSIBILITIES**

#### Quarterly News Letters

Select an editor for the NMSSAR Quarterly Newsletter and see that the various Chapters appoint a reporter to work with the editor to provide Chapter news.

Set the criteria for the NMSSAR Quarterly Newsletters including layout, print type and size and length of articles (number of words).

The editor will work with Chapter reporters, State and Chapter Officers and members of the NMSSAR to obtain articles, notices, and columns for the Newsletter.

The editor will compile, edit, and produce the newsletter during the month following the end of each calendar quarter. Newsletters will be placed on the NMSSAR website and hard copies mailed to all members that do not have an e-mail address. See attached supplement material for details..

#### NMSSAR Website

The Newsletter editor and the reporters for the various Chapters will submit timely material to the Webmaster for inclusion on the website.

State and Chapter Officers will submit to the editor material considered pertinent to all members to be placed on the website. This will include, but not limited to: notices, articles, pictures, and SAR event information.

The Webmaster will be responsible for placing the material on the website as directed by the Newsletter editor. He will not be responsible for the content of the material that he places on the website.

#### NMSSAR National Magazine and local newspaper items and articles of interest

Preparation, obtaining, and Transmittal of copy and/or photographs (Glossy, black and white, and Color) for publication in the S.A.R. National magazine or local newspapers on such subjects as:

1. General meetings of the Society
2. Activities of the Society or Chapters
3. Joint activities with other patriotic societies.

NOTE: Articles for the magazine must be forwarded to reach the Executive Secretary by the 15<sup>th</sup> of December, 15<sup>th</sup> of March, 15 of June and by the 15<sup>th</sup> of September to meet deadline dates for publication.

Arrangement for coverage of activities of public interest by newspaper reporter and photographer. For more important events, radio or TV broadcast should be utilized.

Preparation of articles describing the Sons of the American Revolution: its organization, purposes, and membership requirements; and some interesting



activities sponsored by the New Mexico Society. Such articles should, be considered for publication in the S.A.R. or other appropriate magazines, newspapers and other public media.

In all of the above, attempt to obtain good publicity for the Society. To the extent practical, stress membership opportunities.

## **EDUCATION AND AMERICANISM COMMITTEE**

### **DUTIES AND RESPONSIBILITIES**

#### **1. EDUCATION IN SCHOOLS AND OTHER ORGANIZATIONS**

The Committee will appoint local Chapter representative(s) to meet with Public and Private School Administrations and obtain permission(s) to visit elementary, middle, and high school History and Civic Classes to discuss the American Revolutionary period, the Revolutionary War and the leaders including any and all Spanish leaders involved in the American Revolution.

#### **2. CELEBRATION OF PATRIOTIC HOLIDAYS:**

- A. Independence Day - July 4th
  - 1. Ringing of the Bells – Jointly with the D.A.R.
  - 2. Secure proclamation from the Governor of New Mexico
- B. Citizenship Day and Constitution Week
  - 1. Secure proclamation from the Governor of New Mexico
  - 2. Liaison with Chapters for local observance.
- C. Veterans' Day - November 11<sup>th</sup>
  - 1. Participate in parades
  - 2. State Society meeting
  - 3. Secure proclamation from the Governor of New Mexico
- D. Washington's Birthday - February 22nd
- E. Memorial Day - May 30th
  - 1. Arrange for participation in memorial services
- F. Flag. Day - June 14th
  - 1. Prepare campaign for display of flag by citizenry; coordinate with Chapters and other patriotic organizations (DAR, CAR, etc.)
  - 2. Annual State Society meeting.

NOTE: Plans for each celebration should be coordinated with the Board of Managers.

#### **2. OTHER FUNCTIONS**

- a. Consider candidates for "Boys State" and make recommendations to the Board of Managers for one boy to be sponsored by the S.A.R.
- b. Distribution of patriotic material including the "Basic Documents."

## **MEMBERSHIP COMMITTEE**

### **DUTIES AND RESPONSIBILITIES**

#### **RESPONSIBILITY OF THE REGISTRAR WHO SERVES AS CHAIRMAN OF THE COMMITTEE**

1. Organize plans for membership drives
2. Assist the chairman (Registrar) in performing his duties:
  - a. Contacts with prospective members and furnishing information or assistance.
  - b. Contacts with D.A.R. and C.A.R. re eligible relatives.

NOTE: The Genealogist is available to assist in matters of lineage.

## **NATURALIZATION LIAISON**

### **DUTIES AND RESPONSIBILITIES**

The Naturalization Liaison should be aware of Naturalization dates and places within New Mexico and ask each NMSSAR Chapter to periodically attend Naturalization ceremonies and to welcome these new citizens into the ranks of American citizenry.

## **NOMINATING COMMITTEE**

### **DUTIES AND RESPONSIBILITIES**

The nominating committee shall be appointed by the President shortly after the new officers are elected. The Chairman will be the Secretary of the NMSSAR, unless there is an opening for Secretary for the next year, thereby requiring the President to select a Chairman

#### **DETAILING OF DUTIES IN THE BYLAWS:**

The Committee shall consist of five members of which no more than three shall be officers.

A complete slate of candidates must be selected by the Committee in time to permit mailing of the ballot thirty days prior to the Annual Meeting of the Society.

The Chairman is responsible for contacting all prospective candidates to ascertain their willingness to run for office and to accept the responsibilities thereof; such responsibilities will be outlined to the prospect at the time of contact re running for office. Such contacts may be delegated, but the Chairman is responsible for the completion of a full slate of candidates. Vice Presidential prospects must indicate a willingness to move to the next higher office including that of the President.

The Chairman notifies the President and Secretary when the entire slate has accepted. The ballot is prepared in accordance with the requirements of the By-Laws and given to the Secretary to arrange for transmittal to all members. The ballot is mailed to all members included on the roster as of the first of that year.

Ballots are received by the Chairman of the Nominating Committee who arranges for them to be tallied and to have the results reported per the By-Laws.

The new officers are inducted at the Annual meeting using the Clinton M. Roth Memorial Medallion presented to the new President at the ceremony.

The new officers assume their respective offices and responsibilities immediately after the Annual Meeting.

## **VETERANS COMMITTEE**

### **DUTIES AND RESPONSIBILITIES**

The Veterans Committee will support various Veteran organizations and facilities (hospitals, rehab centers and legion posts) in New Mexico with aid and recognition for their work with our veterans.

The Veterans Committee will see that the NMSSAR is present at Wreath Laying, Veterans Day Celebrations and other occasions that honor our veterans.

The Committee will work with the Color Guard Committee to present the Colors at appropriate occasions that honor our Veterans.

## **Supplemental Materials**

**This section to be updated and added to as required to support the Handbook**  
**State and Chapter Awards and Timing**  
**Eagle Scout Contacts and Timing**  
**ROTC/JROTC Contacts and Timing**  
**Newsletter Format/Website Format**  
**Color Guard Presentation and Posting of Colors (Order of Drill)**

**State and Chapter Awards and Timing**  
**(To be developed by Awards Committee)**

**Eagle Scout Contacts and Timing**  
**(Input from Jim Thompson, Perkins Patton, etc.)**

**Eagle Scout Committee Support Materials (draft)**

Eagle Scouts are usually recognized at a Banquet in the first quarter of the year. Some of the Eagle Scouts received their badges and certificates the prior May-June time frame and are already off to college, but many qualify during their first semester of their senior year.

All Eagle Scouts are recognized and the certificates from the SAR are presented to them or their parents or troop leaders at the ceremony.

SAR Chapter contacts from each area of the State should be aware of their individual troop award ceremony dates and obtain a list of the Eagle Scouts eligible for our recognition certificate well in advance of the ceremony.

SAR Chapter Eagle Scout Committee representatives will obtain certificates, pins, and brochures, fill in the name of the Eagle Scout and provide these certificates to the NMSSAR State President for signature in a timely manner prior to the date of the ceremony.

Chapter Eagle Scout Committee members and available State Officers should attend the ceremony and speak to the attendees about the SAR, its mission and purposes and invite the Eagle Scouts to come forward and receive their recognition by the SAR.

It is recommended that the Eagle Scout Committee member from each NMSSAR Chapter acquaint themselves with the SAR Handbook, Vol. III, page 33 regarding the Eagle Scout Medal and the Eagle Scout Recognition Program.

The Contacts for the New Mexico Scout Council are:

Great Southwest Council  
Boy Scouts of America  
Council #412  
5841 Office Boulevard NE  
Albuquerque, NM 87109  
505-345-8603  
[council@gswcbsa.org](mailto:council@gswcbsa.org)

Christopher W. Shelby  
Scout Executive, Ext: 13

In Santa Fe area: Contacts are Manny Ortiz or Leslie Gum  
Manny Ortiz  
Boy Scouts of Northern New Mexico  
PO Box 88  
Santa Fe, NM 87504  
Phone 505-982-0654 [Sfmort1z@msn.com](mailto:Sfmort1z@msn.com)

Leslie T. Gum—Santa Fe Advancement Chairperson  
3 Brass Horse Lane  
Santa Fe, N.M. 87508-9473  
(H) 505-983-4522, © 505-577-5021  
[brasshorseltd@att.net](mailto:brasshorseltd@att.net)

In Las Cruces: (Fill in)

### **ROTC/JROTC Contacts and Timing (Input from Jim Hesse and others)**

#### **ROTC and JROTC Recognition Support Materials (draft)**

Each year the NMSSAR awards a medal and certificate to an outstanding member of the ROTC or JROTC unit at the participating University, College and High School in New Mexico. This includes NMSU, NMU, NM Military Academy, other Colleges with ROTC units and any high school with a JROTC unit. In some cases there may be more than one unit or other service branches with ROTC or NROTC. All of these units should be recognized at the appropriate ceremony at their institution.

SAR Chapter ROTC committee members will obtain from their local high school, College or University the name of the cadet to be awarded the SAR medal and certificate.

At the appropriate time the certificate will be filled out and presented to the NMSSAR State President to be signed and returned to the Chapter for presentation. The Chapter ROTC committee member and any State Officers in the Chapter should be in attendance at the Ceremony for the presentation.

Reference is made to the SAR Handbook, Vol. III page 31 regarding the SAR's approved procedures and levels of medals to be awarded. It is suggested that SAR Chapter and the Awards Committee Chairman refer to this description of the ROTC/JROTC Medal and the Enhanced JROTC Program description.

Contacts for the various participating Universities, Colleges, and Academies and High Schools are as follows:

## Newsletter Format and Website Format

**The NMSSAR Newsletter has been published for two years. The general format has been developed over that period and is presented below for future editors and reporters to use as a beginning format. Improvements are always welcome.**

Page one contains the masthead and names the current State President and editor along with the Society's National emblem. The newsletter has never been more than six pages in length. Use 3 standard (8½ by 11) sheets (mails with a single first class postage stamp). Page six is blank except for the return address and National emblem, the addressee and the stamp. The editor's name and address is used for the return address.

A two column format has been used with 10 point type and Times New Roman script. Headings are bold and in 12 point type. Some headers are 14 pt type to highlight the subject.

Page one contains a President's column, the Secretary's Corner and a Treasurer's Report. There is sometimes room for a notice of importance.

Page two may contain the editors Column, and/ or a featured article.

Page three in SAR news or a continuation of the feature article. State Society news and event participation are often seen on Page three.

Page four begins the Chapter news and is generally placed in Alphabetical Order, i.e. Albuquerque, Gadsden, and Santa Fe.

Page five provides for more Chapter news and special notices for member action such as Color Guard Donations, Cloths for the Veterans Hospital, Wreath Across America and other special events.

Pictures are interspaced on pages two through five to highlight events and Compatriots involved in the events. Pictures are usually sized to fit the column and have a description placed just below the picture.

Officers' names, addresses, phones and e-mail addresses are listed in the first quarter news letter following the annual election and swearing in ceremony.



## Procedures for Presenting the Colors at NMSSAR Meetings

In order to reduce confusion with new Color Guard members, new host committees and hotels around the state the Color Guard Committee has established the following standard method of presenting the Colors for each NMSSAR meeting. The presentation of the Colors will begin with the NMSSAR President or Chapter President ordering, "**Color Guard Commander, Present the Colors.**" The Color Guard Commander will then order, "**Color Guard, Forward March.**"

1. The U.S. Flag, the New Mexico Flag and the National SAR Flag, will be presented at each NMSSAR meeting. The Colors may be retired after each meeting, or at the end of the last meeting, and will also be retired at the end of the Saturday night banquet if the occasion has such a banquet.

2. The Color Guard Commander and the area Commanders will march in front of the Colors along with a drum and fife if available. Depending on the space available, the Commanders will position themselves in the center of the head table facing the audience and the flag bearers will position themselves as follows:

The U.S. Flag bearer will be the first to move in front of the other flag bearers and position himself on the left of the Commanders (as seen from the audience). The New Mexico Flag bearer will next proceed to the right of the Commanders (as seen from the audience). The National SAR Flag bearer will next position himself to the right of the New Mexico Flag (as seen from the audience). Other flags to be posted, such as the Gadsden Chapter Flag, will be to the right of the SAR flag (as seen from the audience).

3. A Lance guardsman will flank the flags on each side, if available. If space does not allow side-by-side presentation of the Colors, then one Lance guardsman will precede the Colors and one guardsman will follow the Colors, and form up on either end of the flag bearers in front of the head table. Note: Some room set-ups will only allow for a single file of the Color Guard. The Lance guardsman will precede the Colors followed by the State Flag, the SAR Flag and the Chapter Flag if available and another Lance Guardsman. The Color Guard Commander will lead this alignment forward to the front of the head table or the front of the room.

4. The remaining Color Guard men will march behind the National Colors in two columns if space allows. The right column will turn to the right as they approach the National Colors and form up one beside the other to form a long line continuing to the right. The left column will turn to the left and repeat the same process as the right column. If space does not allow marching in two columns then the remaining Color Guard men will march in a single row, and every other man will turn opposite to form two lines of flags as described above. If there are more Color Guardsmen than flags, the remaining men will fall in at the end of the line of flags.

5. If the NMSSAR President wishes the Invocation to be given before the pledges, then the Color Guard will present the Colors as described above, and assume the "**Order Arms**" position with hats on and heads slightly bowed while the Invocation is given. Under no circumstances will the Invocation be given before the Color Guard is present.

6. The Color Guard Commander will next step forward, execute an “**About Face**” and request permission from the NMSSAR President to Present the Colors. After the NMSSAR President grants permission, the Color Guard Commander will order the Color Guard to “**Present Colors**” and salute with his sword facing the U.S. Flag. The NMSSAR President will call on the designated person to lead the Pledge. The Color Guardsmen do not recite the Pledges.

7. If the National Anthem is to be included in the ceremony, the Flags will remain at the “**Present Arms**” position through the singing of the National Anthem. The Color Guardsmen do not sing.

8. When the order to “**Present Colors**” is given as described above, all flags that are not, nor have ever been Official Flags of the United States of America will be at the “dipped” position, and remain at that position until the entire Presentation of the Colors is completed.

9. The SAR Pledge will be given after the pledges to the National is completed, with the audience standing at attention, but NOT holding their hand over their heart.

10. The Color Guard Commander will then order, “**Post National Colors**” and the Honor Guard will post the U.S. Flag, the New Mexico Flag and the National SAR Flag. The three (3) Honor Guardsmen will “Dress” their flag and step back and salute it with the hand open and the thumb down. The Color Guard Commander will then order, “**Honor Guard Return**” and the three (3) Honor Guardsmen will return to their former position held during the pledges.

11. When and Where Appropriate, after the return of the Honor Guard, the Color Guard Commander will order, “**Post Remaining Colors**” and the remaining Color Guard men will post the historic flags.

12. The Color Guard Commander will then order, “**Color Guard Retire**” and the Color Guard will march out in the same manner they entered.

13. At the end of the Meeting of the NMSSAR and the end of the Saturday night banquet the NMSSAR President will order the Color Guard Commander to, “**Assemble the Color Guard to Retire the Colors.**”

14. The Color Guard Commander will order, “**Color Guard Forward March**,” and each Color Guardsman will march in as before and proceed to their assigned flag.

15. When all Color Guardsmen are in position the Color Guard Commander will order, “**Retrieve National Colors**” at which time the three (3) Honor Guardsmen will retrieve the U.S. Flag, the New Mexico Flag and the National SAR Flag, and assemble as a unit at the middle of the head table as they were positioned before with the U.S. Flag always moving first and always to the right as seen by the Honor Guard.

16. The Color Guard Commander will then order when appropriate, “**Retrieve Other Colors**” and the remaining Color Guard men will retrieve their assigned flag and wait in position until ordered to, “**Retire.**”

17. Once all flags are retrieved, the Color Guard Commander will order, “**Color Guard Retire the Colors**” and the Honor Guard will lead the procession with the other Color Guard men following.

### **Color Guard Procedures**

Our focus as a Color Guard is always to present the Colors in such a way as to bring credit to our Flag, our Society and ourselves. The key to a sharp appearance is staying in STEP! Watch the person in front of you and do your best to stay in step. March with your head up and looking straight ahead. Try to keep your upper arm parallel to the floor. Try to execute turns sharply. When ceiling height in the room prevents the flags from being carried at length, hold them with the bottom of the flagstaff near your right foot or knee as the height allows. Remember not to say the pledges, sing the National Anthem, or salute from the line. During the Invocation stand at Parade Rest with left hand behind your back and head bowed so that the audience will note the top of your hat. After the Invocation raise your head and on command return to attention. The guard looks well trained and quite professional when all members move and work together and step together as if they are a unit of one.