

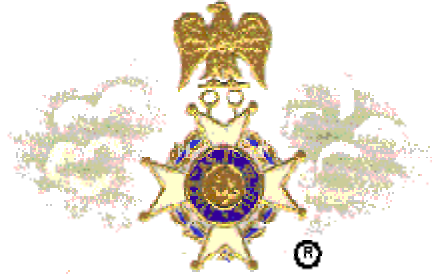


Procedures Manual
Volume 1
FLSSAR Organization
May 2011

CHANGE HISTORY

REV	EFFECTIVE DATE	DESCRIPTION
Basic Supersedes Web version	06/01/2006	Update Officers, Committee, and Contact information; restructure document; delete obsolete or superseded information.
		Chapter 1 Section 12.1 - under revision by FLSSAR Secretary
		Chapter 2 Section 3 – under review by FLSSAR Registrar
		Chapter 3 Section 13 - VA Forms 3a/b/c & 4 missing
Revision 1	08/28/2006	Chapter 3 Section 6 - Changed Knight prize amounts per Summer BOM Motion. Added Assistant Chaplain to Officer & BOM listing
		Chapter 1 Section 4 - Removed Trust Fund Review Committee; completion of committee charter. Added new Ad Hoc Committees with membership: Website Review Committee, SAR/C.A.R. Aide. Added membership to Nominating Committee. Added new members to Endowment Trust Fund Trustees
Revision 2	09/06/2006	Chapter 1 Section 4 - Corrections to Operating Budget Fund Committee; changing FLATALK Administrator.
Revision 3	09/21/2006	Chapter 2 Section 3.1 to 3.8 revised by FLSSAR Registrar
		Chapter 1 Section 5.3, .4 Deleted – duplicate information found in Chapter 2 Section 3
		Chapter 3 Section 6.5 revised by Knight Essay Contest Committee Chair; Section 6.5L deleted.
		Chapter 3 Section 6.4 revised by Rumbaugh Oration Contest Committee Chair.
		Chapter 3 Section 6.1, .2, .2L revised by ROTC Committee Chair.
	10/30/06	Chapter 1 Section 7 (incl.) revised by Color Guard Commander
		Added new Ad Hoc Committee: “New Chapter Development” to Chapter 1 Section 3.1
Revision 4	11/22/06	Removal of FLSSAR Committee Section for transfer to FLSSAR Web link
		Removal of all referenced forms or transfer to FLSSAR Web links
Revision 5	11/27/06	Chapter 3 Section 12.1 Amended by Committee Chair
Revision 6	12/30/06	Removed Chapter 3 section 12 GUIDELINES FOR ETF GRANT APPLICATION to website application form per committee chair.
Revision 7	01/20/07	Manual split into three volumes as approved by committee members.
Revision 8	02/03/07	Corrections to Section 2.2.4 & 10 and Section 3.3 as reported by Secretary
Revision 9	04/27/07	Revision of New Officers/BOM from Annual Meeting & elections
Revision 10	08/14/07	Updated Revision of Constitution & By-laws per Spring 07 BOM; added 6.4.3.c per E Young.
Revision 11	09/19/07	Removal of Officer and BOM contact information to a Contacts Document for WEB viewing per committee consensus.
Revision 12	12/05/07	Updated 6.4.2: added “.n” per E Young
Revision 13	01/19/2008	Addition of Dunaway Chapter to listing on page 19
Revision 14	02/06/08	a. Section 6.3 Florida Sons of Liberty Brigade/Color Guard. Line 5: delete "thirteen" and substitute "fourteen". b. Section 6.4.3 Brigade Outposts. Add subsection "d. Caloosa Outpost "D" per E Young
Revision 15	05/03/08	Updated Revision of Constitution & By-laws per Spring '08 BOM;
Revision 16	08/08/08	Align printed page number with TOC and increased the depth one level, adjusted bylaws year, updated officer photographs and National Trustees, revised introduction
Revision 17	11/20/10	Updated Revision of Constitution & By-laws per Fall BOM 2010.
Revision 18	05/30/11	Chapter 2 Various sections

Sons of the American Revolution



August 7, 2008

Introduction

The FLSSAR Procedures Manual and Handbook is designed to provide important information on the structure and operation of the Florida Society SAR and local chapters.

Rules and regulations change from time to time and these directives will come from the State and National Societies between publications or updates of this manual. They will be filtered to the chapters through correspondence, publications and other means. The FLSSAR's quarterly newsletter, *The Florida Patriot* is a valuable tool for keeping abreast of rules and current happenings.

In order for this reference guide to be useful, all members must be aware of its existence. Each chapter in the FLSSAR should have its own copy for ready reference by the chapter president and secretary, and it should be a resource to all its members. In that regard we would like to encourage all new chapter officers to review Chapter Volume 2 sections 1.0 and 4.0 for some general guidelines/responsibilities of the various officers. Special attention should be made to that very important position of Chapter Secretary, particularly as it relates to his reporting responsibilities.

The structure of the Procedures Manual and Handbook is divided into three parts: Volume 1 is for topics mainly concerning the Florida State Society organization; Volume 2 is for topics mainly concerning chapter organization; and Volume 3 is used to provide information on topics not covered in Volumes 1 and 2: C.A.R., Awards & Medals, and media presentations among other topics.

Although, a team of compatriots has proofed it, you will find errors. Report any errors and they will be corrected during subsequent updates. There are no copyright infringements here. Copy what you need and copy at will.

It is hoped that this document will be both an excellent educational and reference tool.

Respectfully submitted,
Philip G. Wright
2008-2009 Procedures Manual Committee Chairman

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Chapter 1 FLSSAR

1.0 FLSSAR By-laws

Bylaws Florida Society Sons of the American Revolution 2011



THE FLORIDA SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION, INC. BYLAWS

Passed: June 1, 1986

Amended: April 30, 1988, May 9, 1992, May 8, 1993, May 7, 1994, May 11, 1996, May 5, 2000, May 6, 2001, May 10, 2002; April 29, 2007; May 3, 2008, May 8, 2010, November 30, 2010, May 13, 2011

ARTICLE I THE SOCIETY

Section 1 Objectives

The Florida Society of the Sons of the American Revolution, hereinafter referred to as the FLSSAR, is a chartered entity of the National Society of the Sons of the American Revolution, hereinafter referred to as the NSSAR. The FLSSAR is a not-for-profit 501.c.(3) corporation organized and existing under the laws of the State of Florida under the terms of a Certificate of Incorporation issued on March 9, 1972 by the Secretary of State of the State of Florida.

Section 2 Chapters and Regions

The FLSSAR is organized into chapters, to each of which the FLSSAR has issued a charter that assigns to it the exclusive local jurisdiction over a designated territory. The state is also divided into geographic regions, the boundaries of which are designated by the BOM, and usually so drawn that each encompasses several chapters. Each Region is represented by a Regional Vice President.

Section 3 Members

The FLSSAR is made up of members in good standing of the NSSAR, each of whom shall have been admitted to membership in the FLSSAR, and each of whom is a member in good standing of the FLSSAR. A Member in Good Standing is a person who has been admitted to membership in the

NSSAR and the FLSSAR, who is not now in arrears in payment of his dues, and whose membership is not now suspended or terminated under the provisions of Section 3 of Bylaw 17 of the NSSAR.

- a. Normally members of the FLSSAR will hold memberships in one of the FLSSAR Chapters.
- b. Members may request and be designated as Members at Large. These members may attend BOM meetings but may not vote as members of the BOM unless they qualify for membership under the provisions of ARTICLE II, Section 1, of these Bylaws. Members at Large shall pay an additional fee in the amount of the FLSSAR current dues. This is in addition to regular NSSAR and FLSSAR yearly dues.

Section 4 Annual Meeting

The FLSSAR shall hold an Annual Meeting each year on a date in the month of April or May to be designated by the President, and at a place to be selected by him. In no event shall the date of the Annual Meeting be later than fifteen days prior to the opening date of the Annual Congress of the NSSAR. A quorum of an Annual Meeting of the FLSSAR shall consist of twenty members in good standing.

Section 5 Special Meeting

A Special Meeting of the FLSSAR shall be called by the President with not less than ten days prior notice to all members of the FLSSAR upon the request in writing of at least three-fourths of the members of the BOM. A quorum of a Special Meeting of the FLSSAR shall consist of twenty members in good standing.

Section 6 Ladies Auxiliary (LAFSSAR)

Women who are related to an SAR of the FLSSAR shall be assisted by the FLSSAR to establish and join a separate, autonomous organization to be known as the LADIES AUXILIARY, FLORIDA SOCIETY, SONS OF THE AMERICAN REVOLUTION (LAFSSAR), which shall organize and operate under its own Bylaws and Charter with its stated purpose to assist, support, and further the objectives of the FLSSAR. No member, or members, of the LAFSSAR shall have any authority to speak for the FLSSAR, nor to obligate the FLSSAR in any way unless specifically authorized by the FLSSAR, by the BOM, or Annual Meeting of the members.

ARTICLE II THE BOARD OF MANAGEMENT

Section 1 Membership

The membership of the BOM shall include only persons who are members in good standing of the FLSSAR, and who are listed in at least one of the following categories:

- a. persons who are lifetime members of the BOM by virtue of being a past President of the FLSSAR, a recipient of the Patriot Medal, or an incumbent or past elected officer of the NSSAR;
- b. persons who are members of the BOM by virtue of being, and while being, an elected officer of the FLSSAR; appointed incumbent FLSSAR Committee Chairman; an incumbent National Trustee from Florida; an incumbent Chapter President; and the most recent Past President of a chapter, i.e., the person who preceded an incumbent Chapter President in office; if a chapter has no recent Past President it shall name another of its members to serve on the BOM;
- c. persons who have been appointed by chapters having more than forty members on the basis of one additional member of the BOM for each forty chapter members or fraction thereof more than the first forty, the term of office of such additional members of the BOM to be coterminous with that of the Chapter President incumbent at the time of their appointment to the BOM.

A member of the BOM who is unable to attend a meeting may name, in writing, another member of the FLSSAR to attend and act in his stead; provided, however, that no person may have more than one vote. Members of the FLSSAR who are not members of the BOM may attend and participate in debate but may not vote. Visiting dignitaries, especially those from other State Societies or from the National Society, may attend and may be invited to address the meeting but may not participate in debate or vote.

Section 2 Powers

The BOM shall have the following powers and duties:

- a. to exercise management and control over the affairs of the FLSSAR;
- b. to create and staff additional offices and committees as needed;
- c. to approve, and authorize adjustments in, the FLSSAR budget;
- d. to admit new chapters;
- e. to fix fees from applicants, dues from members, and raise funds by other means to meet the financial needs of the FLSSAR;
- f. to fill vacancies which may occur in any office, to serve until the next Annual Meeting of the FLSSAR except as otherwise provided in ARTICLE IV, Section 2, of these bylaws;
- g. to sign contracts for the purchase of services and materials, and to establish policies and procedures regarding reimbursement for expenses incurred in carrying on the business of the FLSSAR; and
- h. to adopt and enforce rules and procedures which shall not be inconsistent with the Articles of Incorporation of the FLSSAR, these bylaws, or the Constitution and Bylaws of the NSSAR.

Section 3 Meetings

The BOM shall hold at least two regular meetings in the one year time period commencing at the end of the Annual Meeting. One meeting will occur on the day before the date fixed for the opening of the Annual Meeting of the State Society, to be known as the Spring Meeting. The number of, and dates for, additional meetings to be held in the subsequent one year time period will be determined by the BOM at the meeting held closest to November 1.

A meeting may also be held immediately after the adjournment of the Annual Meeting if so announced by the President-elect. The President may call special meetings of the BOM. Notice of all meetings of the BOM, except that which may follow the Annual Meeting, shall be communicated to all members of the BOM at least 30 days prior the date set for such meeting. The President shall designate the date and the place of meeting for all special BOM meetings.

Section 4 Quorum

The attendance of at least fifteen members of the BOM shall constitute a quorum for the transaction of business, and a majority vote of those in attendance at any meeting will be required for the BOM to take action, except as otherwise provided in ARTICLE VIII, Section 3, of these bylaws.

ARTICLE III OFFICERS

Section 1 Titles

The officers of the FLSSAR, who shall be members in good standing, who shall be elected at the Annual Meeting, and who shall serve upon their installation and until their successors assume office, shall be a President, Senior Vice-President, Regional Vice-President for each Region as from time to time may be established, Secretary, Treasurer, Recording Secretary, Registrar, Chancellor, Chaplain, Genealogist, Editor, Webmaster, Historian, Member-at-Large of the Executive Committee, and Sergeant-at-Arms. A Parliamentarian shall be appointed by the incumbent president.

Section 2 Nomination and Election of Officers

- a. Nominations

(1) Nominating Committee

(a) Election of Members. At the first regular BOM meeting following the annual meeting, the President and/or the members of the BOM shall nominate and the BOM shall elect, a Nominating Committee composed of five members who shall have not served on a prior Nominating Committee of the FLSSAR during the preceding two years, and whose term of office shall continue until the adjournment of the next Annual Meeting of the FLSSAR. Prior to the call for nominations, the Secretary shall inform the BOM of the names of persons who served on a Nominating Committee during either of the prior two years. Each member of the BOM shall vote for five of the persons nominated, on ballot forms provided by the Secretary. In the case of a tie vote that would prevent the naming of five clear winners, a runoff election shall be held between those unsuccessful candidates who, had they received one more vote on the first ballot, would have been a clear winner. If the committee is elected by acclamation, voting will not be necessary. The members of the Nominating Committee shall elect their own chairman.

(b) Duties. The Committee shall canvass the FLSSAR to solicit suggestions as to the members who are qualified and willing to serve in, and shall name at least one candidate for, each office that is to be filled by election by the FLSSAR at its next Annual Meeting. The Chairman, or other committee member designated by him, shall announce, at the regular BOM meeting held closest to, but not after, the date 60 days prior to the annual meeting, the names of the persons chosen by the Committee to be the nominees for the respective offices, and shall thereupon deliver a copy of the committee report to the Secretary who shall publish it in such a manner and at such time as to assure that every member of the FLSSAR is given at least thirty days advance information as to the names of persons whom the Committee will nominate for the respective offices for the following year. At the next Annual Meeting of the FLSSAR the Chairman, or other committee member designated by him, shall place in nomination the names of the respective candidates proposed by the Committee to be officers of the FLSSAR for the following year, and he shall thereupon deliver a copy of the committee report to the Recording Secretary.

(2) Nominations from the Floor.

Any member of the FLSSAR is entitled to nominate from the floor of any Annual Meeting, or any meeting of the BOM, any other member of the FLSSAR for any office of the Society that is to be filled by election by either of these bodies.

b. Qualifications of Nominees

The Nominating Committee, or FLSSAR member who makes a nomination for an elective office of the FLSSAR, shall have ascertained before making a nomination that the person to be nominated is a member in good standing and has stated in writing that he is willing to serve in that office. Furthermore, each nominee, for the office of President and Senior Vice President, shall indicate their willingness and advise the Nominating Committee of any hindrance that might prevent them from attending all BOM meetings and all NSSAR meetings during the term of their elected office and to physically reside in the State of Florida for no less than six months during each year the office is held.

c. Election.

Election for an office for which only one person has been nominated shall be by voice vote upon a motion to elect by acclamation. Election for an office for which there are two or more candidates, shall be by secret ballot, supervised by Tellers appointed by the President. Election shall be by majority vote of those present and voting. If after one balloting no candidate has a majority, all candidates but the two who received the greatest plurality shall be dropped and a vote taken for the two remaining candidates, with the candidate receiving a

majority being declared the winner. If there is a tie vote, balloting shall continue until a winner is determined. The results of each balloting shall be communicated by the Tellers to the President who shall announce the vote count and the name of the winner when one is obtained.

Section 3 Additional Offices

The FLSSAR at any Annual Meeting, or at the BOM at any regular or special meeting, may create additional offices as in their judgment may be required, and may designate the person or persons to occupy the same until the next Annual Meeting of the FLSSAR.

Section 4 National Trustee

The BOM shall annually select individuals for nomination for National Trustee and Alternate National Trustee in accordance with the requirements of the bylaws of the NSSAR, and ARTICLE III, Section 2, of these bylaws.

Section 5 NSSAR Vice President General South Atlantic District Nominee

Once each four year period, the FLSSAR shall nominate a qualified member of the FLSSAR to the Annual South Atlantic District Meeting to be the nominee to the NSSAR for Vice President General of the South Atlantic District. Qualifications required for nomination to this office are that the individual is a member in good standing of the FLSSAR and NSSAR; and that he has served as the FLSSAR President and as the FLSSAR National Trustee to the NSSAR. Any qualified member of the FLSSAR may seek the nomination for NSSAR Vice President General South Atlantic District in accordance with the bylaws of the NSSAR and Article III, Section 2, of these bylaws. Election to the office of NSSAR Vice President General South Atlantic District shall be made by the delegates at the National Congress.

Section 6 Holding Multiple Offices

Any member except the President may be elected to, and concurrently hold, more than one, but not more than two, of the offices listed in Section 1 of this ARTICLE.

Section 7. Endorsement of Candidates for National Office

Candidates who have declared for election to General Offices in the National Society may appear before the Board of Management for the purpose of seeking the endorsement of the Florida Society.

ARTICLE IV DUTIES OF OFFICERS

Section 1 President

The President shall preside at meetings of the FLSSAR and of the BOM. He shall also perform such duties as ordinarily pertain to that office, including, without limitation, the submission of timely and pertinent information respecting the affairs of the FLSSAR to the membership thereof in whatever manner and at whatever intervals he shall deem appropriate. The President may authorize and award certificates for service to the FLSSAR to FLSSAR members, nonmembers, organizations or activities. He should also attend NSSAR and South Atlantic District meetings, Commemorative Ceremonies, such as Revolutionary War Battles and he should attend as many of the Society's Chapter meetings as possible during his term of office.

Section 2 Senior Vice President

If the President is absent, the Senior Vice-President shall preside at meetings of the FLSSAR and of the BOM. He shall succeed to the President's office in the case of resignation, death, or disability of the President, and he shall perform such duties as ordinarily pertain to that office and are assigned to him by the President or by the BOM.

Section 3 Regional Vice President.

The Executive Committee, with the advice and consent of the BOM, shall determine the number of Regional Vice-Presidents necessary for the proper and efficient functioning of the FLSSAR and shall determine the boundaries of the various regions within which the Regional Vice-Presidents shall function. Each Regional Vice-President shall render assistance to the chapters within his region, survey and suggest locations for new chapters, promote membership in the FLSSAR, perform such other duties as requested by the President and/or the BOM, and shall visit each chapter in his region at least once each year.

Section 4 Secretary

The Secretary shall conduct membership and correspondence functions as listed herein, and shall perform such duties as ordinarily pertain to the office of Secretary. The Secretary shall:

- a. maintain the file of duplicate applications; and, when received from the NSSAR, obtain the signature of the President on, and himself sign, the Certificate of Membership and forward it on to the new member's Chapter;
- b. prepare and send all reports required by the NSSAR, including the annual reports together with the annual dues when due;
- c. maintain files of annual chapter reports of membership; and maintain lists of present and former elected officers, members of the BOM, members of committees, and recipients of medals and awards;
- d. maintain records of membership including mailing addresses, on a current basis; and prepare, or cause to be prepared, mailing lists or address labels as needed for the dispatch of correspondence, minutes of meetings, notices, and THE FLORIDA PATRIOT magazine;
- e. prepare and dispatch meeting notices, newsletters, and reports to members, compose and dispatch special correspondence for the FLSSAR or the BOM; and send copies of resolutions or news releases to the media, public officials, or other outside persons or agencies;
- f. order, and maintain stocks of stationery and other consumables; purchase stamps and arrange bulk mailing permits for correspondence, and THE FLORIDA PATRIOT magazine; and submit vouchers for payment of expenses incurred thereby;
- g. sign documents for official certification; sign checks as authorized; arrange for bonding of officers as directed by the BOM; and maintain the archives of original records of the FLSSAR; including

all corporate resolutions that are currently valid.

- h. Record and distribute to the members of the Executive Committee the minutes of all Executive Committee meetings in a timely manner.

Section 5 Recording Secretary

The Recording Secretary shall record, or cause to be recorded, and shall preserve, the minutes of the BOM and of annual Meetings of the FLSSAR. He shall send copies of the minutes of meetings to the Secretary for reproduction and distribution, shall record the additions and corrections made and the date of their final approval, and forward the corrected and approved original of such minutes to the Secretary for preservation in the archives of the Society, and for the preparation and dissemination of copies to the membership

Section 6 Treasurer

The Treasurer shall serve as the principal financial officer of the FLSSAR, He shall;

- a. serve as Chairman of the Finance Committee; establish procedures to assure that expenditures conform to approved budget allocations, that they are vouchered, and that they are proper expenses of the FLSSAR; and shall receive, maintain custody of all accounting records, make all disbursements and report periodically on the status and trends of, all funds of the FLSSAR except the Endowment Trust Fund and the Operating Budget Trust Fund.
- b. reimburse officers and members upon submission of vouchers for travel or other expenses incurred as a consequence of requested or special duties as approved or directed by the BOM or as required by these bylaws.
- c. disburse funds as vouchered by the Editor or the Secretary for services or materials received by the FLSSAR under contract as authorized by these bylaws;
- d. prepare tax exemption forms or other forms, returns and reports required by Federal, State, or local laws;
- e. maintain current signature cards for depositories as necessary.
- f. establish and monitor procedures for annual reporting of the inventory, sales, and replenishment of medals, jewelry, insignia, and other non-consumable items purchased from NSSAR for resale to chapters or members;
- g. maintain a record of the name, location, and custodian of, and custody receipts for, items of furniture, office equipment , flags, amplifying and/or recording equipment, and other such property items owned by the FLSSAR.

Section 7 Registrar

The Registrar shall review and approve when proper, all applications and proofs of eligibility for membership, and forward to the NSSAR with admission fees as required for final approval.

Section 8 Chancellor

The Chancellor shall be the legal advisor to the officers and BOM on matters affecting or pertaining to the FLSSAR.

Section 9 Chaplain

The Chaplain, if present, shall open and close all meetings of the FLSSAR with the usual and proper services for such occasions.

Section 10 Genealogist

The Genealogist shall assist chapter genealogists in preparing prospects for membership in the FLSSAR. He shall write and publish such materials as will in his opinion be helpful in meeting the requirements for membership in the Society. He shall assist the Registrar when called upon to do so.

Section 11 Historian

The Historian shall maintain a running history of the FLSSAR and do such historical research as may be assigned to him from time to time by the President or by the BOM.

Section 12 Sergeant-at-Arms

The Sergeant-at-Arms shall assist in preserving order as the President may direct. He shall handle the physical arrangements within the meeting hall, including seeing that the furnishing, sound amplifier, lighting, flags, decorations, regalia, and the like, are present, adequate, and in proper order. He shall maintain custody of the paraphernalia belonging to the FLSSAR other than office equipment and supplies used by the Secretary, and shall maintain them in a proper state of repair, deliver them to, and install them in, the meeting place as necessary for the conduct of meetings of the FLSSAR or of the BOM.

ARTICLE V COMMITTEES

Section 1 Executive Committee

There shall be an Executive Committee which shall consist of the following members: The President., who shall serve as Chairman; The Senior Vice-President, who shall serve as Vice-Chairman; The Immediate Past President of the FLSSAR; The Secretary, who shall serve as Secretary of the Committee; The Treasurer, who shall serve as the fiscal advisor; and A Member-at-Large, who shall be elected by the FLSSAR at its Annual Meeting.

Three members shall constitute a quorum. The Executive committee shall have the power to conduct its business by mail, e-mail or by electronic means or telephone in lieu of convening in formal session; provided, however, that each member of the Committee shall confirm by letter to the Secretary, each vote he has given by telephone. A report shall be made by the Chairman at each meeting of the BOM detailing all actions taken by the Executive Committee since its last report to the BOM. During intervals between meetings of the BOM, the members of the Committee shall have the duty to meet on call of the Chairman and to act for the Board of Management ad interim on any matter that the Chairman deems to be of such urgency and importance that the action must be taken before the next regularly-scheduled meeting of the BOM. The committee shall also serve as a council to advise the President on planning and operational matters about which he deems the counsel of the Committee to be needed or helpful.

Section 2 Audit Committee

The President shall appoint an Audit Committee of not less than three nor more than five members of the FLSSAR, which committee shall conduct, or cause to be conducted, annually, an audit of the financial books and records of the FLSSAR for the preceding fiscal year. The report of such audit shall be presented to the BOM for approval at its meeting which is to be held on the day before the date fixed for the opening of the Annual Meeting of the FLSSAR.

Section 3 Patriot Medal Committee

The President shall appoint, and name the Chairman of, the Patriot Medal Committee, to consist of five members of the FLSSAR, each of whom has previously been awarded the Patriot Medal. The term of office of the members of the Committee shall be conterminous with that of the

President who appoints them. This statutory committee shall have the exclusive power and duty to act for the FLSSAR to designate the recipients of the FLSSAR to whom the Patriot Medal will be awarded by the FLSSAR. Presentation of the Patriot Medal shall be made at the final session of the Annual Meeting of the FLSSAR, by the Chairman of the Committee or by another person designated by him to do so.

Nominations of persons to be considered by the Committee for the Patriot Medal may be made by any member of the FLSSAR. Such nomination should include a statement detailing the qualifications of the nominee for such consideration, and must be sent to the Chairman of the Committee at or before January 31st of each year.

It is the duty of this Committee to assure that the medal is properly engraved and a framed certificate attesting to the award are on hand at or before the scheduled time of the presentation ceremony. The Chairman of the Committee shall furnish annually to the Secretary a list of persons to whom the Patriot Medal has been awarded by this committee so that the annals of the FLSSAR may record the names of all holders of the Patriot Medal as being life members of the BOM.

Section 4 Medals and Awards Committee

The President shall appoint, and name the Chairman of, the Medals and Awards Committee, to consist of five members of the FLSSAR whose term of office shall be coterminous with that of the President who appoints them. This statutory committee shall have the exclusive power and duty to act for the FLSSAR to:

- a. designate the persons, groups, or organizations to whom medals (other than the Patriot Medal), plaques, prizes, decorations, trophies, certificates, gifts, honoraria, or other awards, except as provided for in these bylaws are to be given by, and in the name of, the FLSSAR.
- b. arrange for medals, plaques, and the like to be suitably engraved; for certificates and the like to be suitably inscribed and signed as determined by the Chairman and the maker of the request; and for the items that are to be awarded to be on hand at or before the scheduled time of the presentation ceremony. The Chairman or person making any requests for plaques and / or certificates shall decide when framing is necessary.
- c. designate the person who will present the medal or award and inform the President of the name of the presenter;
- d. furnish to the Secretary, at the time of the Annual Meeting, a list of all medals and awards that have been given out by this committee during the year of its tenure, so that the names of all holders thereof may be permanently recorded in the annals of the FLSSAR;
- e. provide advice and guidance to the Chapters regarding medals and awards proposed to be given by the Chapters and request that all chapters report all medals and awards presented during the past year to the Chairman of the Committee and to the Secretary.

Nominations of persons to be considered by this committee for awards may be made to the committee by any member of the FLSSAR; such a nomination should include a statement detailing the qualifications of the nominee for such consideration, and should be sent to the Chairman of the committee.

Section 5 Finance Committee

The Finance Committee shall consist of the Treasurer, who shall be the Chairman, and two other members who shall be appointed by the President, and whose term of office shall be conterminous with that of the President who appoints them. This standing committee shall exercise management supervision over all FLSSAR finances except those of the Endowment Trust Fund and the Operating Budget Trust Fund.

Section 6 Other Committees

Other committees, not listed in these bylaws, may become necessary or useful; or the need to modify the duties of, or eliminate, an existing committee may arise. In such case, the desired change

shall be proposed for consideration by the President, the BOM, or any member of the FLSSAR, as appropriate. A proposal for a new committee or for the modification of an existing committee shall include a proposed draft of a new or revised charter that states the name, duties, structure, powers, method of appointment and term of office of its members, and shall propose whether it shall be given the status statutory, standing, or special. A special committee is of short duration functioning only during the incumbency of the current President or BOM and is not required to have a formal charter of authority to function. Special committees will automatically be terminated at the end of the term of the President or BOM. Committees are described as follows:

- a. A Statutory Committee has the following characteristics:
 - (1) It is established by, and its charter is set forth in, these bylaws; (see Section 3. of ARTICLE VIII, below.)
 - (2) It performs functions and has power as stated in these bylaws;
 - (3) It remains in existence permanently, from year to year; and
 - (4) The term of office of its members is coterminous with that of the President who appoints them, unless otherwise stated in these bylaws.

- b. A Standing Committee has the following characteristics:
 - (1) It is established, chartered, and empowered by action of the BOM;
 - (2) Its charter may be amended or revoked by action of the BOM;
 - (3) It performs continuing functions, and remains in existence so long as its charter remains in force;
 - (4) Its charter designates the class of business over which it has cognizance, and its power to conduct such business;
 - (5) It provides staffing and other services upon matters of the designated class, either upon its own volition or upon assignment by the BOM or by the President;
 - (6) The structure of the committee, how and by whom its members are to be appointed, and duration of their term of office are stated in its charter.

- c. A Special Committee (sometimes called ad hoc committee) has the following characteristics:
 - (1) It is established, structured, chartered, and empowered by action of the President or of the BOM;
 - (2) It performs the task or tasks specified in that action;
 - (3) It remains in existence, and its members continue to serve, until the task/s shall have been completed, a report submitted and accepted, and the committee is discharged.

ARTICLE VI FINANCIAL MATTERS

Section 1 Reimbursements

No officer shall receive any compensation from the FLSSAR solely by virtue of his office except as authorized by the BOM. The BOM shall have the authority to approve, either by general resolution or by specific action, the payment of expenses reasonably incurred by any officer or member in the performance of requested or special duties. Such reimbursement may include, without limitation, such items as postage, stationary, automobile or other travel expenses, meals, lodging, telephone calls, etc. Any such reimbursement shall be only on the basis of a proper voucher or expense account itemizing such expenses. Any expenditures not conforming to these bylaws will be considered and treated as personal expenses of the person so making the expenditure.

Section 2 Expenses of the Secretary

The Secretary may be granted an allowance, in an amount approved by the BOM, to cover the expenses of his office, including, but not limited to, the following:

- a. rental of office space and office machines;
- b. telephone, postage, stationery, and other consumables;
- c. clerical and professional services as may be required from time to time to handle the office details

in order that the affairs of the FLSSAR may be conducted in an efficient manner, such services to be procured under contract from firms or from persons acting as independent contractors, such contracts to state in detail the nature, extent, and cost, of the services to be provided; provided, however, that each contract shall be approved in advance by the BOM together with a grant of authority to the Secretary to act as the agent of the FLSSAR in signing and enforcing the contract.

Section 3 Fidelity Bond

The BOM shall maintain in effect a fidelity bond providing coverage in favor of the FLSSAR in such amount as shall be deemed to be reasonable and prudent in order to protect the FLSSAR from pecuniary loss. The person/s or officer/s to be named in such insurance coverage shall be those as determined from time to time by the BOM or by the Executive Committee.

Section 4 Fiscal Year

The fiscal year of the FLSSAR shall be the calendar year.

Section 5 Budget

The Finance Committee shall prepare an annual budget in which are listed the categories and accounts of anticipated income and the funding authorized for the various items of expected expenses, and shall submit it to the BOM at the meeting closest to, but not after, December 31st of each year. The annual budget shall represent the expected income and outlays for the twelve-month period beginning on January 1 following its approval by the BOM. The Finance Committee shall have the power to effect transfers between, or adjustments in, amounts allocated in the budget by the BOM to the respective budget categories or line items; provided, however, that the amounts involved in such changes do not exceed ten per cent of the amount originally approved by the BOM for any line item that will be affected by the change. The Committee shall have the duty to obtain approval of the Executive Committee before effecting changes of more than ten percent but not more than twenty five per cent, and of the BOM for changes greater than twenty five per cent, of the original allocation for any line item that would be affected by the change.

Section 6 Emeritus Program

The Emeritus Program of the FLSSAR recognizes compatriots for long membership and financial support to the Society and also provides relief to certain compatriots in need or distress.

- a. Emeritus I. All FLSSAR members who have paid dues to the NSSAR for fifty years shall be Emeritus Members of the NSSAR in accordance with the NSSAR Bylaws. All FLSSAR Members who are Emeritus Members of the NSSAR may request to become exempt from NSSAR dues in accordance with NSSAR Bylaws. Those Exempt from National dues are Emeritus I Members. The FLSSAR may request Emeritus I Status for any FLSSAR Member who is an Emeritus Member of the NSSAR.
- b. Emeritus II. All FLSSAR Members who have paid dues to the NSSAR for forty years shall be Emeritus members of the FLSSAR and their respective FLSSAR Chapters. All Emeritus Members of the FLSSAR may request to become exempt from FLSSAR and Chapter dues. The member, or his Chapter, shall request exemption from dues based on his Emeritus Status. The Chapter shall approve exemption from dues based on his Emeritus Status. The Chapter shall approve exemption from Chapter dues and the request will be forwarded to the FLSSAR Executive Committee which shall approve exemption of state dues for the FLSSAR. Those Emeritus members of the FLSSAR approved to be exempt from further State and Chapter dues are Emeritus II members.
- c. Emeritus III. At times a member of the FLSSAR may become in need or distress. A Chapter may forgive the dues of a compatriot and request the FLSSAR to forgive dues. This is a temporary measure and such relief is for one year only. The FLSSAR Executive Committee approves the relief from dues for the FLSSAR. Those granted this relief from dues are designated Emeritus III members. Emeritus III status must be requested on a yearly basis. Names of Emeritus III members will be kept confidential.

ARTICLE VII CHAPTERS

Section 1 Status

The Chapter is the principal subordinate element of the FLSSAR. It constitutes and shall serve as the primary link between the individual members of the Chapter and the FLSSAR and NSSAR.

Section 2 Purposes

The Chapter shall endeavor to promote the purposes of the FLSSAR, growth for FLSSAR's membership, and public awareness and support for its objectives, and shall do so in a manner that will reflect credit upon it.

Section 3 Formation

A minimum of ten members resident in the territory encompassed thereby shall be necessary for the formation and issuance of a charter to a local Chapter. An application for the formation of a new Chapter shall be submitted to the BOM; if the application is approved the BOM shall direct the preparation of a charter and shall arrange for it to be presented with a proper ceremony.

Section 4 Operation

The Chapter shall adopt its own bylaws, elect its own officers, and regulate its own procedures and activities, subject to such rules and regulations as may be issued from time to time by the National and/ or the Florida Society and to the constitution and bylaws of the NSSAR and the Articles of Incorporation and bylaws of the FLSSAR.

ARTICLE VIII MISCELLANEOUS

Section 1 Resolutions

No resolution purporting to commit the FLSSAR to a position, cause, or course of action may be adopted at any meeting of the FLSSAR unless such matter shall have been considered and approved by the BOM prior to presentation thereof at an Annual Meeting.

Section 2 Authority to Speak for the FLSSAR

No member of the FLSSAR shall have the authority to speak for or represent the FLSSAR in any matter unless specifically authorized in advance either by action of the FLSSAR at an Annual Meeting or by the BOM. This provision shall not prohibit nor shall it ever be construed in a manner that would prohibit, hamper, impair, or interfere with the performance of the official duties of his office by any duly elected officer of any Chapter or of the FLSSAR.

Section 3 Amendments

These bylaws may be amended by a two-thirds vote of the members present and voting at an Annual Meeting of the FLSSAR, subject to the following:

- a. the text of any proposed amendment shall be submitted to the Bylaws Committee by November 1st, which committee shall make its recommendations to the BOM at the regular BOM meeting closest to, but not after, the date 60 days prior to the annual meeting.
- b. proposed amendment/s shall be published, in extract form, in THE FLORIDA PATRIOT and received for review by the membership in advance of the Annual Meeting. The proposed

amendment/s will then be voted on by ballot at the Annual Meeting.

- c. the text of the proposed amendment may be modified by a majority of the members present and voting without giving previous notice, provided, however, that such modification/s do not increase the scope or purpose of, or introduce additional changes beyond, those changes for which previous notice was given.

Section 4 Rules of Order

At all meetings of the FLSSAR, the BOM, or any committee of either, any questions not covered by the Articles of Incorporation or by these bylaws, and which pertain to organization, procedure, or conduct of such meeting, shall be resolved by reference to the then-current edition of Robert's Rules of Order.

2.0 FLSSAR Officers

2.1 FLSSAR Officers Names

OFFICE	NAME (CHAPTER)
President	David Ramseur (Jacksonville)
Senior Vice President	Philip Tarpley (Saramana)
Secretary	Steven Williams (Brevard)
Treasurer	Hermann "Hall" Riediger (St Lucie River)
Registrar	Ray Lantz (Pensacola)
VP Northwest Region (Emerald Coast, Panama City, Pensacola, Aaron Snowden, William Dunaway, & Tallahassee)	Edward D. Young (Pensacola)
VP North Central Region (Lake City, Lake-Sumter, Gainesville, Ocala, & Withlacochee)	E Scott Bushnell (Lake-Sumter)
VP Northeast Region (Daytona-Ormond, Deland, Flagler, Jacksonville, & St. Augustine)	Skip Brown (Jacksonville)
VP East Central Region (Brevard, Central Florida, St. Lucie River, & Treasure Coast)	Jeffery Sizemore (Central florida)
VP West Central Region (Clearwater, Major John DeVane, Sr., Lakeland, St. Petersburg, & Tampa)	Nelson W. Jantzen (Clearwater)
VP Southeast Region (Ft. Lauderdale, Miami, & Palm Beach)	Dan Shepherd (Palm Beach)
VP Southwest Region (Caloosa, Charlotte, Naples, Highlands, & Saramana)	Victor McMurry (Saramana)
Chancellor	Carl K. Hoffmann PG (Saramana)
Chaplain	Randy Moody (Withlacochee)
Recording Secretary	William Fuller (Brevard)
Genealogist	Theodore Duay (Ft Lauderdale)
Sergeant-At-Arms	Clarence Barrett (Saramana)
Exec. Comm. Mbr At Large	Harold Crapo (Saramana)
Historian	Harold Crapo (Saramana)
"Florida Patriot" Editor	Steven Williams (Brevard)
Webmaster	E Scott Bushnell (Lake-Sumter)

2.2 Duties of FLSSAR Officers

Contain herein are descriptions of duties of the Officers serving on the Board of Management. The duties identified in the by-laws, Chapter 1 Section 1.0 of this document were copied into this section and then embellished to reflect new and specific responsibilities assigned by the FLSSAR President.

It is acknowledged that in order to accomplish some of our Society's goals and to provide the proper support infrastructure to assist the Officers in excising their new responsibilities, it may be necessary to recommend new committees from time-to-time. It may be necessary to dismantle existing committees that are no longer functional.

2.2.1 *FLSSAR President*

- 1) The President will preside over meetings of the State Society and the Board of Management.
- 2) Communicates to the general membership and to the National Society timely and pertinent information respecting the affairs of the State Society and may, where appropriate, delegate the communication to another member of the Board of Management which in most cases will be the FLSSAR Secretary & Treasurer.
- 3) Provides general direction to all FLSSAR Committees that will comprise members from the Board of Management or from the general membership.
- 4) During his term in office, the President as often as practical, will visit the Chapters of the FLSSAR during their respective regular schedule meetings.
- 5) During his term in office, the President as often as practical will sponsor, support, encourage and/or participate in joint activities of the Daughters and Children of the American Revolution.
- 6) The President will determine the location of the four scheduled Board of Management meetings as well as the Spring Annual Meeting. He will also determine the meeting locations of any unscheduled planning meetings or Society "brain storming" meetings and may request assistance from the Society's Regional Vice Presidents in obtaining information about the facilities for meetings in their respective jurisdictions.

2.2.2 *Senior Vice President*

- 1) The Senior Vice President, in the absence of the President, shall preside at meetings of the State Society and of the Board of Management.
- 2) He shall succeed to the Office of President in case of the resignation, death, or disability of the President, and he shall perform such other duties as ordinarily pertain to that office, that are not contain herein, and as are assigned to him by the President or by the Board of Management.
- 3) He will preside over and provide leadership to the Regional Vice Presidents in association with the execution their responsibilities.
- 4) He will preside over the Medals and Awards Committee that comprises the FLSSAR Regional Vice Presidents.
- 5) He will coordinate the activities of the Regional Vice President's and will assist the President in evaluating the success of the FLSSAR's planned activities.
- 6) As the officer responsible for the creation and maintenance of the FLSSAR short and long range plans he may present programs and projects when appropriate, to the Board of Management for funding and approval.

2.2.3 *Regional Vice President*

A. Duties: General Responsibilities

The duties of the Regional Vice Presidents (RVP's) are defined in general under Article IV Section 3 of the FLSSAR By-Laws. The specific duties are as follows.

The RVP will:

1. Provide assistance as needed to each Chapter within his region.
2. Determine the need for new Chapters within the Region and establish its/their boundaries.
3. Promote membership in SAR within the region.
4. Visit each Chapter at least once a year.

5. Perform other duties as requested by the President, the Senior Vice President, and the Board of Management.
 6. Provide for communication from FLSSAR to the Chapters and voice Chapter concerns to the Executive Committee and the Board of Management.
 7. Submit Quarterly reports to the BOM describing RVP visitations and service to Chapters – as well as information about chapter activities.
- B. Support: Materials Provided the RVP's
- Upon election to office at the Annual Meeting of the State Society, the State Secretary will provide each RVP with a binder containing current copies of the following materials:
1. The current FLSSAR Bylaws
 2. The current roster of the State Officers (with full addresses)
 3. The current listing of FLSSAR Committee Charters
 4. Current Committee Chairs (with full addresses)
 5. A map of Florida showing both Regions and Chapters
 6. A current roster of all Chapter Officers (with addresses)
 7. A supply of up-to-date FLSSAR letterhead and envelopes.
- Upon leaving office, these materials will be returned to the State Secretary for redistribution to newly elected RVP's.
- The RVP's may request a \$75.00 annual expense reimbursement.
- C. Specific Duties I: Assistance to Chapters and Compatriots
1. The Regional Vice President will provide effective communication between Chapters and the State Society.
 2. Articulate Chapter questions and concerns to the State Society and provide timely responses to the Chapters.
 3. Report relevant national, state, and regional news to the Chapters.
- D. Specific Duties II: Materials Furnished Chapters
- The RVP shall ensure that each Chapter in his region (i.e., specifically, the president and/or the secretary) has a copy of:
1. The FLSSAR Bylaws
 2. The FLSSAR Committee Charters
 3. Rosters of state Officers and Committee Chairmen including their full addresses.
 4. Guidelines for Endowment Trust Fund disbursements that include:
 - a. Authorized reimbursements
 - b. Limitations on dollar amounts
 - c. A copy of the application with specific instructions and rules for submission
 5. The criteria and protocol for all NSSAR medals, awards and certificates made by Chapters, including Chapter responsibilities for reporting awards.
 6. The procedures for reporting deaths of Chapter Compatriots to the State Secretary.
- E. Specific Duties III: Personal Involvement in Chapter Activities
- The Regional Vice President must show an interest in, and be personally involved with, Chapter activities. Note the following areas:
1. Chapter visitations: One annual visit is required; two visits are recommended.

2.2.4 Secretary

- 1) The secretary shall receive copies of applications from the registrar. Upon approval from NSSAR he will obtain the signature of the President, and he shall sign the Certificate of Membership, and bring it to the next Board of Management meeting for distribution to the chapter.
- 2) Prepare and send all required reports to the NSSAR, including the annual reports together with the annual dues when due.
- 3) Maintain files of annual chapter reports of membership; and maintain lists of present and former elected officers, members of the Board of Management, members of committees, and recipients of medals and awards.
- 4) Maintain records of membership including mailing addresses, on a current basis, and prepare, or cause to be prepared, a mailing list of address labels as need for dispatch of correspondence, minutes of meetings, notice of meetings and the Florida newsletter.
- 5) Prepare and dispatch meetings notices, newsletters, and reports to members, compose and dispatch special correspondence for the State Society and/or the Board of Mangers; send copies of resolutions or news releases to the media, public officials, or other outside persons or agencies.
- 6) Order, and maintain stocks of stationery and other consumables and submit vouchers for payment of expenses incurred thereby.

- 7) Sign documents for official certification; arrange for bonding of officers as directed by the Board of Management; maintain the archives of original records of the FLSSAR, including all corporate resolutions that are currently valid.
- 8) Shall maintain and/or develop procedures on the various functions of his office, so that the Society will have minimum disruption in business when new Secretaries are elected to this office.

2.2.5 *Recording Secretary*

- 1) The Recording Secretary shall record, or cause to be recorded, and shall preserve the minutes of the Board of Mangers, and of Annual Meetings of the State Society which will include the Medals and awards issued at the state level. He shall send copies of minutes of the meetings to the Secretary for reproduction and distribution, shall record the additions and corrections made and the dates of their approval, and shall forward the corrected and approved originals of such minutes to the Secretary for preservation in the archives of the Society, and for the preparation and dissemination of copies to the membership.

2.2.6 *Treasurer*

- 1) Serve as Chairman of the Finance Committee; establish procedures to assure that expenditures conform to approved budget allocations, that they are vouchered, and they are proper expenses of the Society; and shall receive, maintain custody of, disbursed, maintain the books of account for, and report periodically on the status and trends all funds of the FLSSAR except the Florida Society SAR Endowment Trust Fund.
- 2) Reimburse officers and members upon submission of vouchers for travel or other expenses incurred as a consequence of requested or special duties as approved or directed by the Board of Mangers or as required by the By-laws of the Florida Society.
- 3) Disburse funds as vouchered by the Editor, Secretary or other members for services or material received by the FLSSAR under contract as authorized by the By-laws of the Florida Society.
- 4) Prepare tax exemption forms or other forms, returns, and reports required by Federal, State, or local laws.
- 5) Maintain current signature cards for depositories as necessary.
- 6) Establish and monitor procedures for annual reporting of the inventories, sales, and replenishment of stocks of medals, jewelry, insignia, and other non-consumables items purchased from NSSAR for re-sale to chapters and members.
- 7) Maintain a record of the name, location, and custodian of, and custody receipts for, items of furniture, office equipment, flags, amplifying and/or recording equipment, and other such property items owned by the FLSSAR including inventory of library books and documents.
- 8) Maintain and/or develop other procedures pertaining to this office which have not been identified herein, in order to minimize the disruption of business when a new Treasurer is elected to this office.

2.2.7 *Registrar*

- 1) The Registrar shall review and approve when appropriate, all applications and proofs of eligibility for membership, and forward such approved applications to the Secretary for acceptance by the FLSSAR and for transmittal to the NSSAR for final approval.

2.2.8 *Historian*

- 1) The Historian shall maintain a running history of the FLSSAR and do such historical research as may be assigned to him from time to time by the President or by the Board of Management including but not limited to the archival of FLSSAR material and records.

2.2.9 *Chancellor*

- 1) The Chancellor shall be the legal advisor to the offices and the Board of Management on matters affecting or pertaining to the FLSSAR.

2.2.10 *Chaplain*

- 1) The chaplain shall open and close meetings of the Society with the usual and proper services for such occasions.
- 2) He should in all cases, when notified of such, send letters or cards of condolence to the family upon the death of a member.

2.2.11 *Genealogist*

- 1) The Genealogist shall assist each chapter genealogist or other members in preparing prospects for membership in the FLSSAR.
- 2) He shall write and publish such materials as will in his opinion be helpful in meeting the requirements for membership in the Society.

2.2.12 *Sergeant-at-Arms*

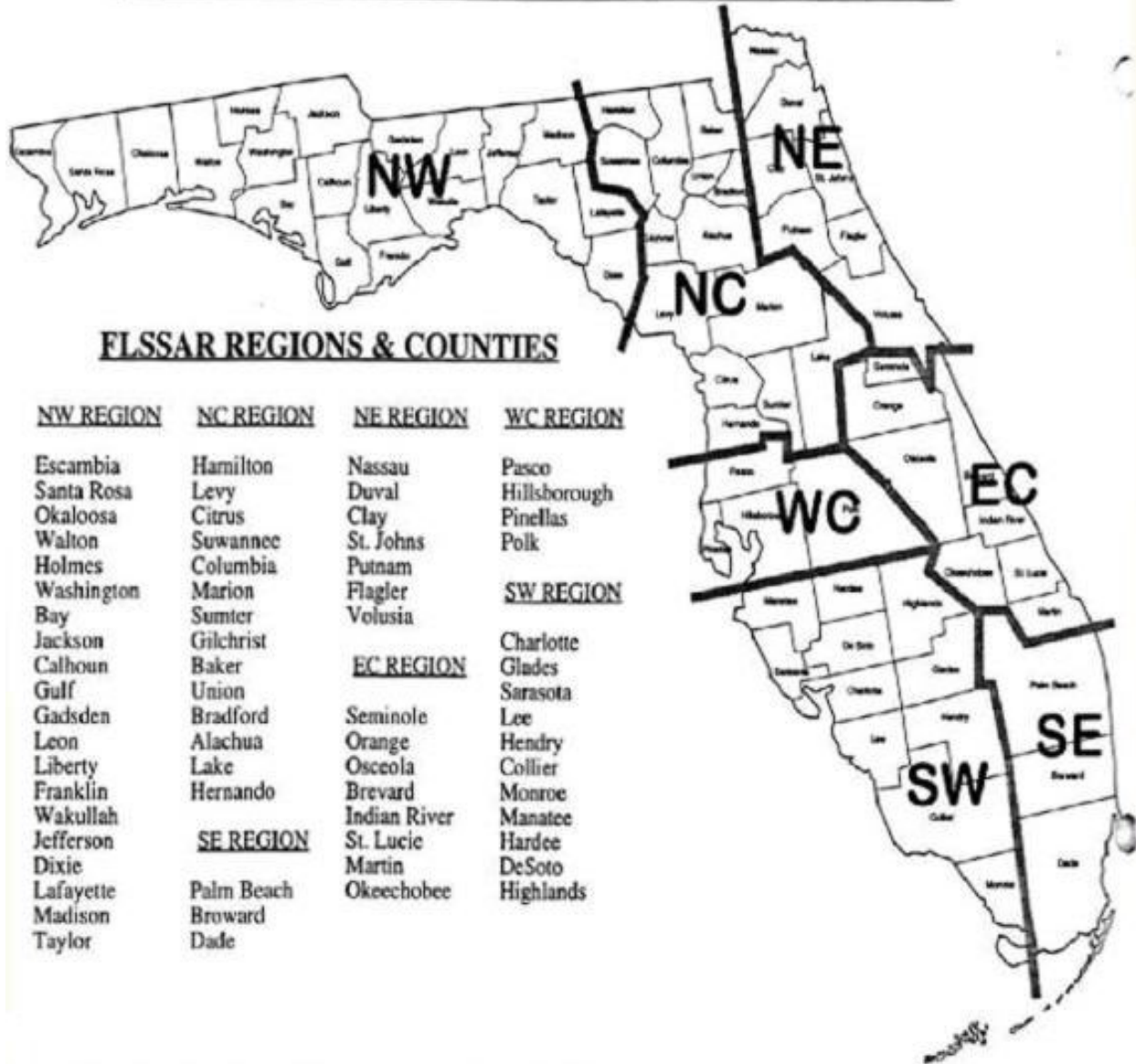
- 1) The Sergeant-at-Arms shall assist in preserving order as the President may direct.
- 2) He may handle the physical arrangement within the meeting hall, including seeing that the furnishings, sound amplifier, light, flags, decorations, regalia, and the like, are present, adequate, and in proper order.

- 3) He shall maintain custody of the paraphernalia belonging to the FLSSAR other than office equipment and supplies used by the Secretary, and shall maintain them in a proper state of repair, deliver them to, and install them in the meeting place as necessary for the conduct of meetings of the FLSSAR or of the board of Management.
- 4) He may assist in the distribution of materials during a meeting.

2.2.13 Editor

- 1) The Editor is to prepare a publication quarterly unless otherwise ordered by the Board of Managers and to distribute it to all members of the State Society in such a manner and style as appropriate to the office.
- 2) The publication should inform the members about recent happenings and present planned activities and programs of the FLSSAR and the NSSAR, of the Chapters, and of members of the Society.
- 3) Where appropriate, to disseminate official information, such as minutes of meetings, notices and agenda for future meetings, financial and other reports, proposed FLSSAR By-laws amendments, and other announcements.
- 4) The publication should provide a vehicle for officers of the FLSSAR to share and exchange views and information with the general membership.
- 5) The editor shall have the power and duty to act as agent of the FLSSAR to execute and administer contracts with firms or individuals acting as independent contractors to provide services and materials for the preparation, printing and deliver to the mails, of the newsletter, subject to the limitations that the aggregate amounts of such contracts shall not exceed the funding authorized to the newsletter by the current approved budget.

FLSSAR REGIONS-COUNTIES-CHAPTERS



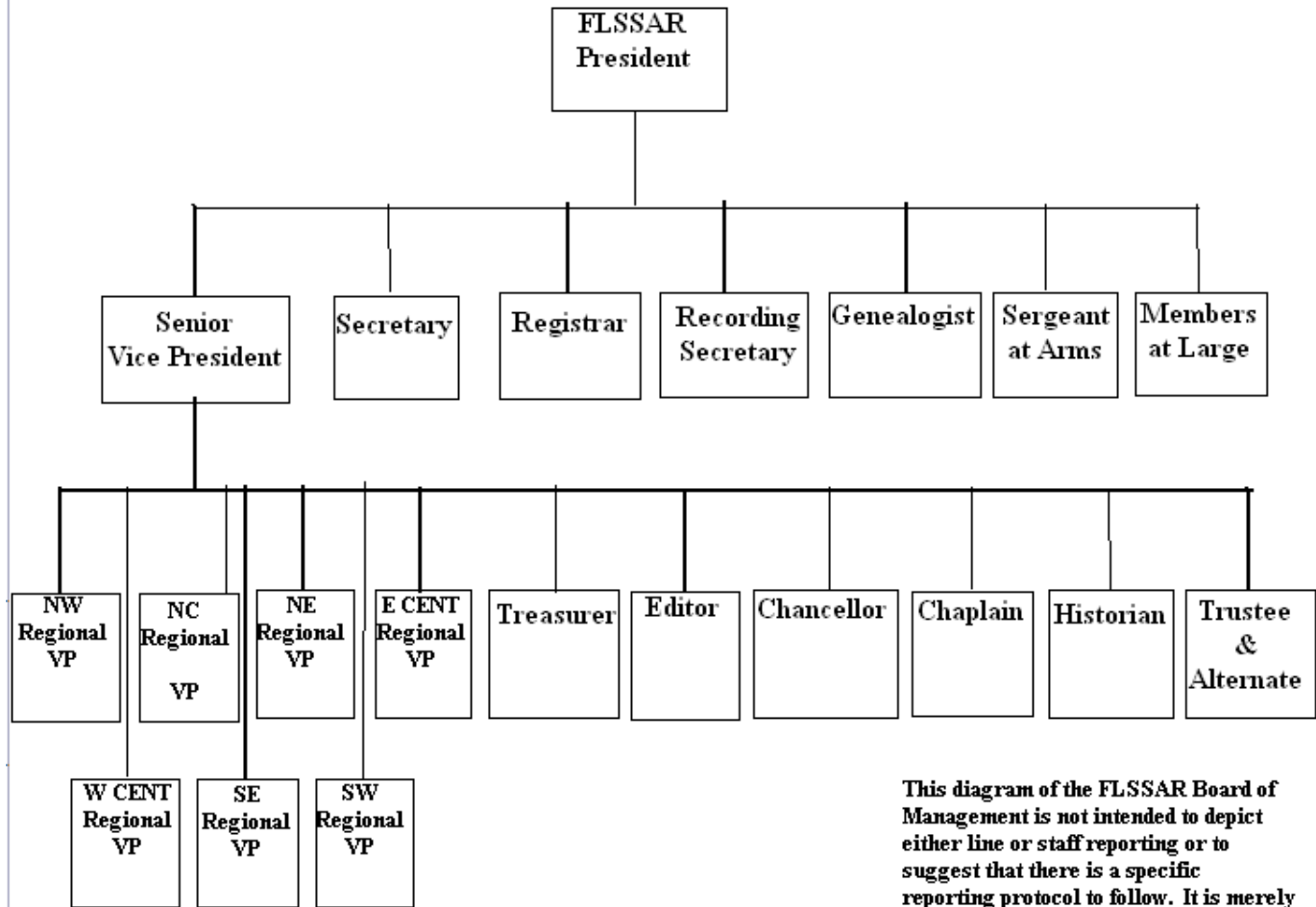
FLSSAR Chapters (County/Region)

- | | | |
|------------------------------------|------------------------------|------------------------------------|
| 1 Brevard(Brevard/EC) | 12 Gainesville(Alachua/NC) | 23 St. Augustine(St Johns/NE) |
| 2 Caloosa (Lee/SW) | 13 Jacksonville(Duval/NE) | 24 St. Lucie River (St Lucie/EC) |
| 3 Central Florida(Orange/EC) | 14 Lakeland(Polk/WC) | 25 St. Petersburg(Pinellas/WC) |
| 4 Charlotte(Charlotte/SW) | 15 Lake-Sumter(Lake/NC) | 26 Tallahassee(Leon/NW) |
| 5 Clearwater(Pinellas/WC) | 16 Miami(Dade/SE) | 27 Tampa(Hillsborough/WC) |
| 6 Daytona(Volusia/NE) | 17 Naples(Collier/SW) | 28 Treasure Coast(Indian River/EC) |
| 7 Deland(Volusia/NE) | 18 Ocala(Marion/NC) | 29 Withalcoochee(Citrus/NC) |
| 8 Maj John Devane(Hillsborough/WC) | 19 Palm Beach(Palm Beach/SE) | 30 William Dunaway(Jackson/NW) |
| 9 Emerald Coast(Okaloosa/NW) | 20 Panama City(Bay/NW) | |
| 10 Flagler(Flagler/NE) | 21 Pensacola(Escambia/NW) | |
| 11 Ft. Lauderdale(Broward/SE) | 22 Saramana(Sarasota/SW) | |

3.0 **FLSSAR Board of Management**

3.1 **BOM Organization Chart**

FLSSAR Board of Management



This diagram of the FLSSAR Board of Management is not intended to depict either line or staff reporting or to suggest that there is a specific reporting protocol to follow. It is merely a pictorial view of the BOM that is listed in verbiage form in Section 2.1. The graphic is an attempt to show the special working arrangements between the senior and regional Vice Presidents. It is not suggesting that Presidential and Regional Vice Presidential communications go through the Senior Vice President. It merely suggests that there are a number of activities and committees in which the Senior Vice President and Regional Vice Presidents collaborate to serve. In these instances, the Senior vice President takes the lead and serves as chairman.

- | | |
|------------------|-----------------------------|
| A Americanism | K Medals & Awards ** |
| B Audit | L New Chapters, New Members |
| C By Laws | M Nominating ** |
| D CAR/DAR - SAR | N Patriot ** |
| E Eagle Scout | O Planning ** (Proposed) |
| F Executive | P Publicity |
| G Finance | Q Revolutionary War Graves |
| H Historic Sites | R SROTC |
| I Honor * | S Veterans |
| J Library | T Essay |
| | U Jr ROTC |

* Chairman is always the Former FLSSAR President
 ** Denotes membership is predetermined and/or specifically assigned

3.2 BOM Membership Roster

OFFICERS 2007-2008

OFFICE	NAME / CHAPTER	OFFICE	NAME / CHAPTER
President	Grant R. Wallin, Jr. (Clearwater)	Chancellor	Carl K. Hoffmann PG (Saramana)
Senior Vice President	Fred F. Gaines, Jr. (Central Florida)	Chaplain	Randy Moody (Caloosa)
Secretary	Kevin A. Yarnell (Tampa)	Recording Secretary	Terry Walton (Caloosa)
Treasurer	Leon Hammock (Clearwater)	Genealogist	Alvie L. Davidson CGRS (Lakeland)
Registrar	William R. Stevenson (Treasure Coast)	Sergeant-At-Arms	Alvin Bellamy (Pensacola)
VP Northwest Region (Emerald Coast, Panama City, Pensacola, & Tallahassee)	Edward D. Young (Pensacola)	Exec. Comm. Mbr At Large	John E. Cahoon (Emerald Coast)
VP North Central Region (Lake City, Lake-Sumter, Gainesville, Ocala, & Withlacoochee)	Gordon Greenwood (Gainesville)	Historian	John L Little (Central Florida)
VP Northeast Region (Daytona-Ormond, Deland, Flagler, Jacksonville, & St. Augustine)	Tom Beauchamp (Flagler)	"Florida Patriot" Editor	Richard Q Fowler (St. Lucie River)
VP East Central Region (Brevard, Central Florida, St. Lucie River, & Treasure Coast)	Benjamin "Ben" DuBose (Brevard)	National Trustee	Ron Hamilton (Central Florida)
VP West Central Region (Clearwater, Major John DeVane, Sr., Lakeland, St. Petersburg, & Tampa)	Nelson W. Jantzen (Clearwater)	National Trustee (Alt)	Phil Carr (St. Lucie)
VP Southeast Region (Ft. Lauderdale, Miami, & Palm Beach)	Gerald E. Meeks (Palm Beach)	Parliamentarian	Frank X. Hodalski (Saramana)
VP Southwest Region (Caloosa, Charlotte, Naples, & Saramana)	Donald Cahill	Webmaster	Steve Williams (Brevard)

3.3 FLSSAR Annual Meeting

The annual meeting is held in or around April and is normally combined with the Spring Board of Managers meeting.

The site of the meeting is selected by the FLSSAR President, with the assistance of the areas Regional Vice President and local chapter. This is usually a two-day affair: Friday for Registration, Cocktail Party, Dinner and Awards Banquet. The President General and Vice President for South Atlantic District are normally invited and the President General addresses the banquet. Saturday is set aside for the Memorial Service, and youth recognition luncheon for Oratory, Essay and Eagle Scout and ROTC representatives, in addition to the Annual meeting.

Each attending member is presented with The Florida Society's Blue Book which includes: Officer's Reports, Chapter Reports, and Reports on Membership and Budget.

Each member should make plans to attend this meeting. It is difficult to stay abreast of what is going on when you miss the quarterly BOM and Annual Meetings. It is also great fun.

4.0 State Reporting

4.1 State Dual Membership Request

Just a reminder to our Procedure Manual user. All National forms must be submitted on the standard size paper.. It is suggested that you enlarge the enclosed form to its correct 8 1/2" X 11" size, prior to completing the form and forwarding it the appropriate destination.

4.2 Treasurer's Expense Forms

On the following pages you will find a sample Treasurer's Expense Voucher and Request for Reimbursement forms. The FLSSAR Treasurer requests that these forms be used for reimbursement and voucher requests.

4.3 State Archives

Important chapter and state archival material should be forwarded to the FLSSAR Historian when no longer useful. For filling in established archives, Archival material is of importance to future members, researchers, applicants and historians. Information that maybe beneficial to our posterity is:

- Rosters
- Officer Directories (with photos if possible)
- Minutes of Meetings, W/enclosures
- Annual and Special Reports
- Scrapbooks and Special Programs
- Committee Lists
- Stationery (one copy)
- Important Correspondence

It should be general procedure for state and chapter officers to turn over previous year's important papers to successor, e.g., Applications, state/chapter copies. Be certain that state and national numbers, chapter and date of certification are copied in from original.

5.0 FLSSAR Rules of Protocol

NSSAR/FLSSAR RULES OF PROTOCOL

5.1 General

The observance of established rules of protocol will increase the prestige and dignity of SAR functions. The basic principles of protocol are to observe rules of ranking of office, courtesy and sound judgment. The first two principles are addressed specifically, but sound judgment permeates throughout.

5.2 Ranking Of Officers

The President General is the ranking officer of the National Society and should be regarded as the guest of honor at all SAR functions. The State Society President is the highest-ranking officer in his state society and should receive such recognition. In his state he outranks the Vice Presidents General. The Chapter President is the ranking officer of the chapter and the ranking principle applies at chapter functions.

In the sequence of seniority, the National Society is first; the State Society is second, followed by the Chapter.

The ranking of National Society officers is as follows: President General, Former Presidents General, Vice Presidents General, Secretary General, Treasurer General, Registrar General, Historian General, Chancellor General, Chaplain General, Genealogist General, and Librarian General.

The ranking of State officers is as follows: President, Former Presidents, President Elect, Vice Presidents, Secretary, Treasurer, Registrar, Historian, Chancellor, Chaplain, Genealogist, National Trustee, Alternate Trustee, former National officers, and State officers Emeritus. The ranking of State officers may be used as a guide for Chapters.

5.3 Courtesy

A guide of precedence for a possible State Society function is as follows:

- State Society President
- President General
- Governor of the State and his/her representative

- United States Senator
- United States Congressman
- Mayor of City
- Former Presidents General
- National SAR officers in order of seniority
- Visiting State Society Presidents
- Active Host State Society Officers
- Former National Society Officers
- Emeritus State Officers
- National Presidents of other organizations or societies
- State Presidents of other societies

5.4 Seating Arrangements

At Florida Society functions, the State Society President, as the presiding officer occupies the center place. The highest-ranking officer is on his right, the next ranking is on his left, following the precedence as already given.

At luncheons and banquets, the number of people attending should determine the size of the head table in a reasonable ratio to the assemblage. If ladies are to be included at the head table, the ladies and gentlemen should be alternate in seating. If possible a lady should not be seated in the last chair at either end of the table. Reserved front table(s) can be reserved for spouses of persons at the head table and other personages as required.

5.5 Greetings And Recognition

The highest ranking guest should be introduced for any greeting with others in order of precedence. It is wise to limit the number of greetings. It is unfair to the speaker and to the audience to have length and numerous greetings. In many cases a quick recognition will suffice.

When introducing the head table or other special reserved tables, an announcement should be made to withhold applause until all are introduced.

5.6 Requests For Visits By The President General

Requests for visits by the President General should be made:

- (a) As soon as possible after his election. His schedule is normally set by September. It might be a good idea to your invitation ready and submit it at the Annual Congress usually at the State Presidents Breakfast.
- (b) A letter of invitation should be sent to the President General with a copy to the Executive Director.
- (c) The President General will attempt to visit each of the Districts of the National Society during his term of office. Vice Presidents General of the contiguous districts should confer to coordinate the invitations to the President General to allow the best coverage and to minimize travel duplications.

The President General and his wife, if she accompanies him, are always guest of the inviting State Society or Chapter, which will arrange for hotel and other accommodations that should be the expense of the host organization. Meals are also the responsibility of the host.

5.7 Requests For Visits By The State President

Requests for visits by the FLSSAR President should be made as soon as possible after he has been installed into office. This permits him to arrange his visits so that several visits may be made in succession. There is a standing objective by the FLSSAR Presidents to visit all the chapters in the Florida Society during his year in office. Regional Vice Presidents should assist with the coordination of these visits.

6.0 Florida Sons of Liberty Brigade / Color Guard

6.1 References:

- a. NSSAR Handbook: President General's Color Guard Trophy: Volume III pages 20-21.
- b. NSSAR Handbook: NSSAR Color Guard Medal(s): Volume III pages 15-16. c. NSSAR Handbook: Color Guard Streamer Award: Volume III page 21.
- d. NSSAR Color Guard Committee Staff members and addresses are listed in the current issue of "The SAR Guardsman" with the names of the committee members.
- e. NSSAR internet information: Go to the NSSAR Web page, sar.org, then click on "Patriotic", then click on "Color Guard." Site contains information on the NSSAR Color Guard, Local Color Guards, Revolutionary War Uniforms and Sources and Uniform Accoutrements.
- f. FLSSAR Florida Sons of Liberty Brigade information can be found on the Internet at sar.org and then click on "Color Guard Page."

6.2 NSSAR Color Guard Committee:

The NSSAR Color Guard Committee is responsible for all activities of NSSAR where a Color Guard is appropriate. It promotes the formation, proper conduct and activity of SAR Color Guard units of the State ~ and Chapter level, and present awards for outstanding units and guardsmen. See references 6.1 a-d.

6.3 Florida Sons of Liberty Brigade / Color Guard:

Background:

The Florida Brigade / Color Guard was formed to provide uniformed Color Guards and ceremonial units for Florida Chapter and State Society meetings and functions. The Brigade is composed of individual Camps sponsored by Chapters. The Brigade Commander is appointed by The Florida Society President and serves for the period of that president's administration. Camp Commanders are appointed by respective Chapter Presidents, and serve for the period of those respective presidents' administration. There are currently fourteen Florida Brigades. The Brigade is more than just a Color Guard. Individual Camps and members present patriotic, historic and educational programs at schools, to civic groups and activities, fraternal and retirement organizations, as well as participating at and in civic, religious, veteran and military ceremonies.

6.4 Brigade Organization:

The Florida Brigade consists of the:

- a) Brigade Staff
- b) Brigade Camps
- c) Brigade Outposts

6.4.1 Brigade Staff:

The Brigade Staff is composed of six principal assistants: the Vice Brigade Commander, Brigade Adjutant, Brigade Quartermaster, Brigade Ordnance Officer, Brigade Communications Officer, and Brigade Liaison Officer to the NSSAR Color Guard. The Brigade staff members are appointed by the Brigade Commander and serve during the administration of the appointing Commander or until the resignation or departure of the staff member. Duties of the Brigade Staff are as follow:

- a. **Commander:** Encourage and foster the establishment of Brigade Camps at Chapters in the Florida Society. Authorize the establishment of Brigade Camps. Assist Camp Commanders in matters concerning Brigade programs and Color Guard activities. Act as the Florida Society liaison between the NSSAR and other State Society Color Guards and the FLSSAR. Report to the FLSSAR BOM the activities of the Brigade Camps on a quarterly basis. Coordinate functions between Brigade Camps as required. Coordinate the Massing of the Brigade Colors at the Annual Meeting banquet. Maintain custody of the Brigade flag inventory. Ensure Brigade flags are displayed at the Annual Meeting banquet and when requested by the FLSSAR President.

- b. **Vice-Commander:** Assist the Brigade Commander and carry out the duties as assigned by the Commander. Act for the Commander in his absence.
- c. **Adjutant:** Is the administrative officer for the Brigade. Assist the Commander as required.
- d. **Quartermaster:** Establishes, retains and maintains updated lists of sources, prices and availability of clothing, equipment, weapons and material to cloth, equip and arm members of the Florida Brigade in order that Camp personnel may be able to participate in colonial Color Guard activities, functions and presentations. In addition, maintain a list of new and used colonial uniforms to include the type, size and price of each of the used uniforms available. Provide to the individual desiring to purchase a used uniform the name, address, telephone number and e-mail address if available, of the individual desiring to sell the uniform. All sales activities are between the seller and the buyer. The seller is to notify the Quartermaster if the sale is/is not made in order to keep the records updated.
- e. **Ordnance Officer:** Establish a safety program to ensure that muskets/firelocks are fired safely. Assist Camp Commanders with their weapon safety programs. In coordination with the Brigade Quartermaster maintain a listing of sources, prices and availability of arms and equipment for members of the Camp.
- f. **Communications Officer:** Establish and maintain a Brigade/Color Guard page on the FLSSAR and NSSAR web sites. Maintain the Brigade page in *THE FLORIDA PATRIOT* newsletter. Assist the Commander as requested.
- g. **Brigade Liaison Officer to the National Color Guard:** Represents the Brigade Commander on the National Color Guard Committee. Attends NSSAR Color Guard Committee meetings at Trustee Meetings and the National Congress.

6.4.2 *Brigade Camps:*

Camps are sponsored by individual Florida Society Chapters. A minimum of five uniformed members is required to form a camp. Camps are named for a Patriot, Place or Event in the American Revolution. The Camp selects the name of the Camp, the name is approved by the sponsoring Chapter, and the name is forwarded to the Brigade Commander by the prospective Camp Commander requesting approval to establish the Camp. After approval by the Brigade Commander, the Brigade Commander assigns the Camp a number. Camps are numbered according to the date of establishment. Camp Commanders appoint a Deputy Camp Commander and an Adjutant. Brigade Camps and sponsoring Chapters are as follow:

- a) George Washington Camp # 1, Jacksonville
- b) Francis Marion Camp # 2, Ocala
- c) Cape Canaveral Camp # 3, Brevard
- d) Samuel Adams Camp # 4, Clearwater
- e) Yorktown Camp # 5, St. Lucie River
- f) Marquis de Lafayette Camp # 6, Gainesville
- g) Nathan Hale Camp # 7, Pensacola
- h) Nathaniel Green Camp # 8, Saramana
- i) Thomas Paine Camp #9, Miami
- j) Daniel Morgan Camp # 10, Central Florida
- k) Thomas Jefferson Camp # 11, Withlacochee
- l) General Thomas Sumter Camp # 12, Lake Sumter
- m) Bernardo de Galvez Camp # 13, Naples
- n) Hillsborough River Camp #14 Tampa

Camp Commanders:

Camp Commanders report to the Brigade Commander in matters concerning the external administration of their Camps. They are responsible for the operation and administration of their respective Camps in accordance with the broad guidance promulgated by the Brigade Commander and the NSSAR Color Guard Commander. Commanders are to report to the Brigade Commander the activities of their Camps on a quarterly basis to permit a consolidated Brigade report to the FLSSAR BOM, and at other times as requested by the Brigade Commander. Camp reports will normally be requested o to three weeks prior to a BOM. They are to be submitted to Brigade Commander not later than ten days prior to the BOM and cover Camp activities from the day after the last BOM to the last day of the coming BOM. Include date/s of the activity, type of activity, number of Camp members participating and type/s of uniform worn. Camp Commanders are encouraged to recruit additional colonial uniformed members in their Camps. They are to ensure that all activities by members of their Camps are conducted in a safe, orderly and professional manner **Note: Camp Commanders are responsible to insure that, prior to firing any muskets/firelocks, that each individual participating in the firing is qualified to fire the**

weapon, complies with all safety precautions; and that all local regulations, statutes and ordinances concerning the firing of weapons are adhered to.

6.4.3 *Brigade Outposts:*

There may be Chapters where there are not sufficient colonial uniformed individuals to form a Camp. The Chapter may be designated an Outpost by the colonial uniformed member/s of the Chapter requesting the designation from the Brigade Commander. Brigade members in outposts are encouraged to recruit additional uniformed members and form Camps. Outpost members may conduct Color Guard and other activities in their localities and are invited to participate in Brigade Color Guard and other activities. Outposts of the Brigade are as follow:

- a. Treasure Coast Outpost "A"
- b. Lakeland Outpost "B"
- c. Emerald Coast Outpost "C"
- d. Caloosa Outpost "D"

6.4.4 *Disestablishment of Camps and Outposts:*

When the number of uniformed members in a Camp falls below three, the Camp Commander shall inform the Brigade Commander. The Camp Commander with the assistance of Chapter members should make every effort to bring the strength of colonial uniformed members up to the minimum of five. In the event the number of uniformed members falls to two or less, the Camp may revert to Outpost status until the number of uniformed members is increased. Camps and Outposts may be disestablished on the request of the Camp Commander and the sponsoring Chapter President to the Brigade Commander. In addition, Camps and Outposts may be disestablished by failure to make required reports or to follow prescribed procedures. The Brigade Commander will present the circumstances for disestablishment of a Camp or Outpost to the FLSSAR Executive Committee. Disestablishment will require the approval of the Executive Committee.

6.5 **Brigade Uniforms:**

Uniforms used in brigade Color Guard functions and activities include the "Alpha" colonial dress uniform, and the "Bravo" and "Charlie" civilian dress "uniforms". The colonial dress, or Alpha, uniform is normally worn during formal dress events, parades, national holidays, and ceremonies. The Bravo and Charlie uniforms are worn at regular Chapter meetings, and normally during events where the members are not active participants in the events. The Bravo uniform is normally worn during the Fall and Winter months (October through March), and the Charlie during the months of Spring and Summer (April through September). The Bravo and Charlie uniforms may be interchanged depending upon the local event and/or weather conditions. The Bravo and Charlie uniforms are as follow.

Bravo Uniform

Tricorn hat, with brigade button
"Blue Blazer" sports coat with SAR badge patch
Medium gray trousers
White shirt
Black belt
Red striped SAR tie
Black/dark blue socks
Black shoes

Charlie Uniform

Tricorn hat, with Brigade button
"Blue Blazer" sports coat with SAR patch
White trousers
Light blue shirt
Black belt
Red striped SAR tie
Black/dark blue socks
Black shoes

Colonial uniforms may be obtained through reference 6.1e or by contacting the Brigade Quartermaster.

Florida Brigade Pins:

The Florida Brigade one and three-fourth inch pin wear on the left side of the Tricorn over the rosette is available for purchase from the Brigade Commander. Available are a stock of straight-pin back buttons for sale at \$1.00 each which is less than half the purchase price to the FLSSAR. The pin is ideal for presenting to individuals who support Camp activities and making them honorary "Guardsmen". Camp Commanders are authorized to designate individuals as honorary "Guardsmen".

6.6 NSSAR Color Guard Service Medals:

Information concerning the awarding of Color Guard service medals is contained in reference 7.1b (NSSAR Handbook, Volume III, pages 15 and 16). The Bronze color guard medal is awarded for service at the State/Chapter levels. The Silver medal for service at the District/National levels, and the Gold medal for service as the National Color Guard Commander, Vice Commander, and Guardsman of the Year.

The Brigade Commander can approve the award of the Bronze medal at the state level and can recommend approval of the Silver medal to the National Color Guard Commander. The Camp Commander can approve the award of the Bronze Medal at the chapter level. The Camp Commander / individual Guardsman may submit the form with appropriate amount of funds to NSSAR Merchandise for the medal.

6.7 President General's Color Guard Trophy:

Information concerning the President General's trophy may be found at reference 6.1a (NSSAR Handbook, Volume III, pages 20 - 21). The trophy is awarded annually to a State Society and Chapter that earns the most points during the competitive year. State Society and Chapter color guards are judged separately for the trophy. The winner in each category will receive a certificate and have its name engraved on the trophy. Rules for the contest and points awarded for events are contained in the reference.

6.8 National Guardsman of the Year:

Information concerning the Guardsman of the Year award may be found at reference 6.1b (NSSAR Handbook, Volume III, pages 20 - 21). (www.sar/colors/cgyfrm.htm). A guardsman desiring to be nominated as Color Guardsman of the Year must have three years of satisfactory service as a Guardsman. The Brigade or a Chapter may each nominate one Guardsman for the award each year. Detailed information concerning the requirements for the program is contained in the reference.

6.9 Camp Commander Reports to the Brigade Commander:

- a. Quarterly Activity BOM Reports. Camp Commander Quarterly Activity BOM reports are to be made to the Brigade Commander in accordance with the information contained in Subparagraph 6.4.2 of this procedure.
- b. Other Reports. Any additional reports will be made on an as occurring or as required basis.

6.10 Annual Massing of the Brigade Colors at the Spring BOM / Annual Meeting:

Commencing in 2000, the Brigade will mass and parade the Brigade Colors at the Annual Banquet of the Florida Society during the Spring BOM / Annual Meeting of the Society. Each Camp is encouraged to bring their Camp Colors, muskets, and participate in this formation. This is the only Brigade wide formation scheduled each year. The full cooperation of each Camp in making this event a success is solicited. The Brigade Colors will be paraded, presented, posted and retired during the event. A practice for the event will normally be held in the banquet room at 4:00 PM on Saturday.

6.11 Responsibility:

The Brigade Commander is responsible for keeping this procedure updated on an as occurring basis. A detailed review is required in July of each year to ensure all information is current. The procedure was last updated 11 April 2005.