

CALOOSA CHAPTER
Florida Society
Sons of the American Revolution (SAR)

2018 - 2019 Standing Rules

OPERATIONAL CONCEPT

Section 1 - Policy determination and implementation

General policy development and operation of the Chapter is vested in the members of the Executive Committee (EXCOM) as defined in the Chapter's Bylaws. Certain operations of the Chapter are subject to the Bylaws and the EXCOM will follow those guidelines. In order to maintain flexibility and eliminate the need for annual Bylaw reviews and changes, these Standing Rules (Rules) have been developed to provide day-to-day guidance in the affairs of the Chapter.

It is the intent that these Rules will be modified by formal action by the Executive Committee on an as-needed basis, and that the President will communicate any substantive changes promptly to the membership. Any member who objects to or has an issue with the Standing Rules may present the objection at any regularly scheduled EXCOM Meeting.

OFFICERS AND APPOINTED POSITIONS

Section 2 - President

The President presides at all meetings of the Chapter and the EXCOM. His duties include the submission of "State of the Chapter" reports to the membership, the authorization and awarding of certificates for service to the Chapter to members, nonmembers, or organizations. He shall exercise general supervision and control over the affairs and activities of the Chapter, and plan and implement a program to achieve the Chapter's objectives and purposes, involving as many of the members in the work of the Chapter as possible. He shall appoint all Committees and their respective Chairman, except as otherwise provided by the By-Laws, and shall be an ex-officio member of all committees, and may require such reports from them as necessary to ensure timely action is taken to plan organize and carry out the various activities of the Chapter. He shall have the authority to appoint assistants to help officers carry out their duties. He performs other duties authorized by the EXCOM.

Section 3 - Vice-President

In the President's absence or incapacity, the Vice-President shall preside at meetings of the Chapter and of the EXCOM and shall serve with all powers of the President until the President returns and is able to resume his duties. He will succeed to the President's office in the case of resignation, death, or disability of the President. He shall be Chairman of the Program Committee, coordinating guest speakers for meetings and special event programs. He shall be a member of the Membership Committee; overseeing coordination of the membership activities and such other duties as may be assigned to him by the President or by the EXCOM.

Section 4 – Second Vice President

The Second Vice President shall assist the Vice President with planning and coordinating meeting programs and other Chapter activities and events. He shall be a member of the Membership Committee and assist with programs for recruiting and retaining members.

Section 5 - Secretary

In addition to general membership and correspondence functions, the Secretary shall maintain all official chapter records and assures their transfer either to subsequent officeholders or the Chapter Historian; prepare and send annual dues renewal notices to membership in October of each year. He transmits annual renewal checks to the Treasurer, prepares mandated reports for Florida Society Sons of the American Revolution (FLSSAR), such as the Americanism Contest and the Annual Membership renewal report, orders and maintains stock of secretarial and other chapter supplies. He maintains current listings of members including contact information. Transmits invoices to Treasurer for payment; and performs other duties as may be assigned by EC. He reports deceased Chapter members to the FLSSAR Secretary and the National Society Sons of the American Revolution (NSSAR). A Recording Secretary may assist the Secretary in preparing and maintaining minutes of business meetings of the Chapter and of the EXCOM, and after review and approval by the President or EXCOM will disseminate them prior to subsequent meetings;

Section 6 – Treasurer

The Treasurer serves as the Chapter's financial officer, and shall: chair the Budget Committee that shall prepare an Annual Budget that is based in part on the Annual Dues paid by membership for EXCOM approval each December meeting, verifies that expenditures are appropriately documented and authorized, reimburses officers for approved expenditures, oversees chapter bank accounts and investment funds in consultation with EXCOM and Trustees, verifies the Annual Membership Renewal Report prepared by and issues an appropriate check to the Secretary for the amount that is due the FLSSAR, prepares financial reports based on bank accounting records: serves as a Trustee of the Caloosa Chapter Trust Fund, and performs other duties as assigned by EXCOM. He checks in attendees at membership meetings, collects funds for lunches, and provides name tags for each individual. He disburses funds in payment to the restaurant, and makes such other payments as may be authorized by the EXCOM.

Section 7 - Registrar

The Registrar shall be Chairman of the Membership Committee. It is the applicant's responsibility to place the application before the Registrar and he shall assist prospective members, including those seeking to transfer or join as Dual Members in completing their applications. He shall keep a copy of all papers pertaining to original and supplemental membership applications. He reviews and approves applications and evidence documents that demonstrate eligibility for each membership category and upon his favorable review shall assure the application is complete and forward the application to the FLSSAR Registrar for his review and approval. Upon receipt of NSSAR and FLSSAR approval, he notifies the applicant and provides membership documentation to the Chapter Secretary. He designates a Mentor for each new Caloosa Chapter member.

Section 8 – Assistant Registrar

The Assistant Registrar shall assist the Registrar with processing new applications for membership in the Caloosa Chapter. He may provide assistance in reviewing documentation provided by applicants and in searching for additional documentation that may be necessary. He works with applicants to ensure that application packages are complete and ready for submission to the Registrar prior to submission to the FLSSAR Registrar.

Section 9 – Genealogist

The Genealogist shall be a member of the Publicity Committee and the Membership Committee, whose objective is to attract the interest of boys and men who are candidates for membership. He shall assist the Registrar as requested in guiding prospective applicants in preparing membership applications, including gathering and organizing supporting proofs. He may assist members in preparing supplemental applications.

Section 10 - Chaplain

The Chaplain opens and closes meetings of the Chapter with appropriate observances. He shall maintain communications with the FLSSAR Chaplain. The Chaplain, if informed, should assure Chapter representation at the funeral or memorial service for a departed member, particularly if not be able to attend personally.

Section 11 - Historian

The Historian shall collect and preserve all Chapter Newsletters, historical records, documents, news items, relics and memorabilia relative to the history and activities of the Chapter. He shall also maintain a history of the Caloosa Chapter and its relationship to FLSSAR and NSSAR, and perform historical research as may be assigned to him by the President or by the EXCOM. He reviews books and other materials being considered for donation to libraries, and recommends research materials for possible acquisition.

Section 12 - Sergeant-at-Arms

The Sergeant-at-Arms assists in preserving and maintaining order and decorum at all meetings of the Chapter, subject to the instructions of the President. He handles the physical arrangements within the meeting hall, including the equipment required for meetings, and the provision of flags, decorations, regalia and other items. He is the primary officer to advise on questions of protocol and ceremony. He shall also be responsible for the care and safekeeping of the bunting, bell, gavel, signs and other such property.

Section 13 – Member At Large

The Member-at-Large is elected annually and serves as a member of the EXCOM. The Member at Large represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure. He shall listen to the membership, and communicate their issues, needs and interests to the Executive Committee. He shall assist the EXCOM as requested.

Section 14 - Newsletter Editor (Appointed)

The Newsletter Editor shall be appointed by the President. He prepares, publishes, and distributes issues (October-May) of the Caloosa Chapter Newsletter with general information about upcoming meetings of the Chapter, Chapter activities, and other information relevant to the purpose and objectives of the Chapter. The Chapter Newsletter may be reviewed by the President before publication.

Section 15 - Color Guard Commander (Appointed)

The Color Guard Commander shall be appointed by the President and is the officer-in-charge of The General Lighthorse Harry Lee Camp, Florida Sons of Liberty Brigade Color Guard. He presents the Chapter's colors on appropriate occasions, participates in various local, state, and national functions, and prepares a quarterly/annual report for the FLSSAR Sons of Liberty Brigade Commander. He shall also be responsible for the care and safekeeping of the Chapter's Color Guard flags and uniforms and other such property.

As approved at the April 3, 2017 Executive Committee meeting, a subsidy of up to \$150.00 will be available to partially defray the costs of purchasing a first uniform by a member of the Color Guard. Applicants may submit a request to the Color Guard Commander who will notify the Treasurer of the amount approved.

Section 16 – Webmaster (Appointed)

The Webmaster shall be appointed by the President to coordinate all updates and revisions that have been authorized and approved to the Chapter website. He is responsible for insuring that information on the website is current and accurate.

Section 17 – Officer Vacancies

Any Officer, who in the opinion of the President or EXCOM is unable to perform the duties expected of an Officer of this Chapter, may be replaced by majority vote of EXCOM members voting at a regular meeting of the EXCOM.

COMMITTEES

Section 18 - Committee Structure

Standing Committees. The following are the permanent Standing Committees of the Chapter:

- a. Program Committee, chaired by the Vice President, and sets up the program offerings for the program year. As approved at the October 3, 2016 Executive Committee meeting, the Program Committee chairman will have a yearly budget, not to exceed \$700.00, to provide a stipend to defray expenses of invited guests making program presentations at membership meetings. This amount is to be added as a line item to the annual budget. The Treasurer is thereby authorized to make such payments as requested by the program coordinator (normally the Chapter Vice President).
- b. Membership Committee, chaired by the Registrar, works to bring new members into the Chapter. The membership committee is also responsible for the oversight and evaluation of the Mentorship Program in the chapter.
- c. Publicity Committee, chaired by the Newsletter Editor, is responsible for publicity of Chapter events and programs. In addition to the publication of the Caloosa Patriot newsletter, the committee shall support and assist the Chapter Webmaster and the Chapter Facebook coordinator.
- d. Budget Committee, chaired by the Treasurer, responsible for developing the Annual Budget for the Chapter.
- e. Medals and Awards Committee, responsible to advising the President which

Compatriots and non-members who may be eligible for medals and the criteria for making these awards. An exception is that color guard awards are presented upon application by the member, through the Light Horse Harry Lee commander to the Sons of Liberty commander who approves such awards. The chairman of the Medals and Awards Committee is responsible for reporting awards made by the Caloosa Chapter to the Chapter Secretary who shall then report them to the FLSSAR Secretary.

- f. Youth Programs and Eagle Scout Committee, responsible for promoting youth awards contests and coordinating recognition of Eagle Scout members. Performs outreach to Scouting groups and schools to publicize various contests conducted by the Caloosa Chapter and the Florida and National Societies of SAR.

As approved at the March 5, 2018 Executive Committee meeting, cash awards for Youth Awards Programs were established as follows: First/Second/Third, Americanism Elementary School Poster Contest - \$100/\$75/\$50; Middle School Brochure Contest - \$100/\$75/\$50; Rumbaugh Oration Contest - \$400/\$250/\$100; King Eagle Scout Award - \$250/\$100/\$50; Knight Essay Contest - \$200/\$100/\$50; and JROTC Essay Contest Winner - \$200.

Ad Hoc Committees. The following are examples of Committees formed at the pleasure of the President or the EXCOM and serve for a limited time to accomplish a specific task or purpose:

- a. Audit Committee. Reviews the financial reports and records of the Treasurer for accuracy and completeness, and determines if the financial reports accurately reflect the reported financial condition of the Chapter.
- b. Nominating Committee. Appointed by the EXCOM as prescribed in the Bylaws for the purpose of proposing a slate of officers for the following program year.
- c. Bylaw Review Committee. Appointed to review some or all of the Bylaws for possible changes. Any changes to the Bylaws must be approved by the membership at the Annual Meeting.

MEETINGS

Section 19 – Meeting structure

Executive Committee Meeting. The EXCOM meets eight to ten times per year. The current President determines the meeting date, time and place and proposes an Agenda.

Monthly Meeting. This general membership meeting is the primary gathering of the Caloosa Chapter. Meetings for the program year (October – May) will generally be held at a location to be determined by the EXCOM.

Annual Meeting. The Chapter is required to conduct an Annual Meeting at which formal Chapter business is conducted. This meeting is held in conjunction with the December Monthly meeting.

Trustee Meeting. The Trustees of the Caloosa Chapter Trust Fund meet on an as-needed basis, but at least annually.

DUES AND FEES

Section 20- Dues and Fee Structure

The Caloosa Chapter has several forms of memberships: Regular including Life, Dual, and Junior as defined in the Chapter's Bylaws. Except for Regular Members on Active Duty with the U.S. Military and Junior Members, all other members will pay local dues, which are \$30. The following matrix will be used to determine dues for NSSAR, FLSSAR and Chapter dues.

The Chapter charges a new one time application fee of \$10 to defray the cost of the SAR pin which is presented to new members at their induction ceremony.

The Emeritus Program recognizes compatriots for long membership and financial support to the Society and also provides relief to certain compatriots in need or distress. Under these programs, members may be exempt from payment of dues. Details of these programs may be found in the Governing Documents of FLSSAR, Volume 1, page 27.

New members whose applications are approved on or after September 1st each year will have their dues payments credited to the subsequent year.

Caloosa Chapter Fees and Dues

01/08/2018

Action	Chapter dues	Chapter Application Fee	FLSSAR Dues	FLSSAR Application Fee	NSSAR Dues	NSSAR Application Fee	Total Amount Due
Membership Annual Dues							
Regular Member Renewal	\$ 30.00	n/a	\$ 20.00	n/a	\$ 35.00	n/a	\$ 85.00
Junior Member Renewal	\$ -	n/a	\$ -	n/a	\$ 5.00	n/a	\$ 5.00
							\$ -
Dual Membership Annual Dues							
If Primary is Florida	\$ 30.00	n/a	\$ 20.00		\$ 35.00		\$ 85.00
If Primary is Not Florida	\$ 30.00	n/a	\$ 20.00		\$ -		\$ 50.00
							\$ -
Applications							
New Applications	\$ 30.00	\$ 10.00	\$ 20.00	\$ 25.00	\$ 35.00	\$ 80.00	\$ 200.00
							\$ -
Family Group							\$ -
First Member	\$ 30.00	\$ 10.00	\$ 20.00	\$ 25.00	\$ 35.00	\$ 80.00	\$ 200.00
Additional Members	\$ 30.00	\$ 10.00	\$ 20.00	\$ 25.00	\$ 35.00	\$ 30.00	\$ 150.00
Additional Members under 25	\$ 30.00	\$ 10.00	\$ 20.00	\$ 25.00	\$ 35.00	\$ 30.00	\$ 150.00
Junior Membership - on approved line and patriot							
	\$ -	\$ 10.00	\$ -	\$ 25.00	\$ 5.00	\$ 30.00	\$ 70.00
Junior Membership on new Line and patriot							
	\$ -	\$ 10.00	\$ -	\$ 15.00	\$ 5.00	\$ 80.00	\$ 120.00
Memorial Membership							
		\$ -	\$ -	\$ 45.00	\$ -	\$ 380.00	\$ 425.00
Life Membership - NSSAR							
	n/a	n/a	n/a	n/a	\$ -	Sliding Scale	\$???
Supplemental Applications							
	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ 60.00	\$ 75.00
							\$ -
Transfers							
Transfers From CAR	\$ -	\$ -	n/c	n/c	\$ 35.00	\$ -	\$ 35.00
To A Different FLSSAR Chapter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
From Another State Society	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ 10.00
							\$ -
Reinstatements							
Former FLSSAR Member	\$ 30.00	none	\$ 20.00	\$ -	\$ 35.00	\$ -	\$ 85.00
Former non-FLSSAR Member	\$ 30.00	none	\$ 20.00	\$ 10.00	\$ 35.00	\$ 10.00	\$ 95.00

These Standing Rules have been adopted by a majority of the Executive Committee meeting on 2 February 2018 for the general operation of the Caloosa Chapter, FLSSAR for the program years 2018 and 2019. These Rules supersede and replace any previous form of operational rules or policies of the Chapter.

Robert McGuire, President

James Stone, Secretary