



Illinois SAR  
Official Handbook  
Updated 2022

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# **SECTION A – The Illinois SAR**

## **1. A Brief Chronological History of the Illinois SAR**

(Source-Recapitulation from ILSSAR Centennial History, Fourth Edition)

The Illinois Society, Sons of the American Revolution was organized on January 14, 1890, in the Club Room of the Grand Pacific Hotel in Chicago. Assisting prospective Illinois members were members of the New Jersey Society and some NSSAR officials. Temporary Chairman was Major General George Crook, S. S. A. Thirty-four men at the meeting approved a resolution to organize a society. On February 1, 1890 General Crook was named as permanent President, and an initiation fee of \$1, annual dues of \$2, and life membership fee of \$50 were approved. On February 4, 1890, 30 members present approved a society constitution and bylaws modeled after those of the New Jersey Society. The date of the Annual meeting was permanently set for December 3, to commemorate admission of Illinois into the Union.

General Crook died on March 21, 1890, leaving Vice-President Charles E. Cheney in charge of the Society until June 23, 1890, when Henry M. Shepard was elected as President to fulfill the 1890 term of office. President Shepard continued as president in 1891, 1892, and 1893. On April 30, 1891, there were 154 approved members with over 200 membership applications pending. J. L. Lombard (Chicago) was president in 1894 (225 members); George F. Bissell (Chicago) in 1895 (326 members); Henry S. Boutelle (Chicago) in 1896 (411 members); Samuel E. Gross (Chicago) in 1897 (511 members).

On February 1, the Springfield Chapter was formed; on March 13 the George Rogers Clark Chapter, (Bloomington); on April 26 the Evanston Chapter; and on July 23, the Samuel Adams Chapter of Jacksonville. George V. Lauman was Society president in 1898 and I. S. Blackwelder in 1899. The Rock Island Chapter was organized on April 8, 1898.

The Illinois Society of the Sons of the American Revolution (ILSSAR), over its 100 years history, has had 36 chapters chartered, some of which went out of existence early, others which lasted many years, and others, 18 in number, which still existed and flourished in the early 1990s, the end of this first Centennial History.

The earliest downstate chapter formed in Illinois was the Springfield Chapter, chartered on February 22, 1897. As of this writing, it is a chapter which is still functioning quite well. This chapter, for a good many years, was the downstate "headquarters" as was downtown Chicago (the Chicago Loop) the State Society Headquarters, or as the downstate members called it, "The Chicago Chapter," otherwise known facetiously by them as "The Chicago Boys." ILSSAR Headquarters functioned in downtown Chicago for the first 90 years of ILSSAR (1890-1980). The State Society consistently held its annual meetings, official celebrations, social affairs, and Board of Managers noon luncheon meetings in the Chicago downtown area. Consequently, most ILSSAR members attending these functions were downtown Chicago businessmen or residents of the nearby Chicago suburbs. Attendance of the downstate members was very low because of the geographical distance they had to travel to get to Chicago.

After 1980, the Society, to maintain its statewide membership and interest, compromised and began to hold both downstate and Chicago area annual and board meetings. This decision

may be illustrated during the Presidential terms of Gordon Tierney (north 1980-1981), Donald Worley (south 1982-1983), Burton Showers (north, 1984-1987), Russell Page (center 1987-1989), and Charles Schweizer (south 1989-1991). The double annual meetings went on until the State Society Presidency of Compatriot Burton Showers (1984-1987), who ended the practice and re-instituted the concept of only one Annual Meeting. During and after his term of office, all of the meetings, according to the newly passed State Society Constitution, were held in different geographical sections of the state. As of this writing (1994), there was a growing demand to hold all Society meetings in the central part of the state so that no compatriots would have to travel any great distance to attend meetings. Therefore, the upstate stranglehold on ILSSAR Headquarters was not broken until the Chicago Loop office became too expensive to maintain in 1979-80 and was (by Board decision) moved first to the Libertyville home of Society Secretary Joseph Merrill, Jr., and then later alternating to the homes of respective ILSSAR secretaries wherever they resided in the state. This was not the best solution since Society records must be constantly shifted to the home of whomever the current secretary happens to be. No satisfactory or economical solution has yet been found for this problem. Early chapters which came and went sometime before 1915 were the George Rogers Clark Chapter of Bloomington, the Evanston Chapter, the Samuel Adams Chapter of Jacksonville, the Rock Island Chapter, the Monmouth Chapter, and the River Forest Chapter. The Oak Park Chapter (chartered in June 1903 was defunct in 1952). After 1915, the following chapters in Illinois were started (see Chronological List of ILSSAR Chapters in this Centennial History for dates of respective charters) and later became defunct: the Peoria Chapter (renamed the George Rogers Clark Chapter, defunct in 1955); the Urbana Chapter, defunct in 1929; the Col. John Montgomery Chapter of Rock Island, defunct in 1954; the Evanston Chapter, defunct in 1930; the Rockford Chapter, defunct in 1938; the North Shore Chapter of Evanston, defunct in 1935; the George Washington Chapter of Rockford, defunct in 1954; and the Alexander Hamilton Chapter of Chicago, which was limited to SAR members under 37 years of age, defunct, date not known. Then, on April 9, 1954, the Piankeshaw Chapter of Champaign/Urbana was chartered and is functioning quite well as of this writing (1994). But falling by the wayside was the George Rogers Clark Chapter of DuPage County, chartered in 1959, defunct in 1981. In the 1960s, no new chapters were formed, and no existing chapters became defunct. No chapters became defunct in the 1970s and the 1980s, and the following chapters were formed: Gen. Henry Knox of Galesburg, Spoon River of Canton and Fulton County, Stephen Decatur of Decatur, Gen. Joseph Bartholomew of McLean County, American Bicentennial of Cook and Lake Counties, Prairie's Edge of Fairfield, John Hancock of Peoria, Kishwaukee of Rockford and Belvidere, Lewis and Clark of Belleville, Fox Valley of Naperville, Fort Dearborn of Chicago, Gen. George Rogers Clark of Edwardsville, Little Egypt of Jackson County, Elijah Smith of Jacksonville, Shadrach Bond of Greenville, Othniel Looker of Robinson, Ewington of Effingham County, and Iroquois of the Champaign area (Watseka). Only two of these chapters are now defunct (1994): the John Hancock Chapter of Peoria, defunct in 1991; and the Little Egypt Chapter of Jackson County, defunct in 1992. This leaves 18 functional ILSSAR chapters in 1994; efforts are continuing to form new chapters in areas of Illinois which contain many members at large (MAL). These areas include particularly southern and western Illinois.

There are 15 functional chapters in ILSSAR geographically assigned to one of four regions as follows: Northern Region: Kishwaukee, Lake Defiance, American Bicentennial, Fort Dearborn, Salt Creek and Fox Valley; Central Region: Captain Zeally Moss, Elijah Smith, Piankeshaw, General Joseph Bartholomew and Springfield; South Central Region: Springfield, Decatur, Elijah Smith, and Piankeshaw; Southern Region: Ewington; General George Rogers Clark,

Lewis and Clark, Long Knives and Othniel Looker. Although some 30 percent of ILSSAR members are members at large now retired and living in other states and cannot be expected to join Illinois Society chapters, many more MALs are living in parts of Illinois that do not currently (1994) have easily accessible chapters geographically in which to join. Some of these members would be willing to join chapters; others are not willing, not wanting to be bothered with participating in chapter activities. They only want official recognition for their REW ancestor(s). These MALs do present problems to the State Society in that most of them do not nor cannot contribute meaningfully to the Society's goals, activities, and other functions. Since this article was written in 1994 a number of changes have occurred in the Illinois Society of the Sons of the American Revolution. There are now three Regional Districts; Northern, Central and Southern. See pages 60 and 61 Addendum B-ILSSAR Officers 2014/2015 for the chapters in each of the three Regions.

There are now 15 active chapters in the State Society. As one would expect, there have been changes in chapters from time to time. Recently Lake Defiance Chapter was merged into the ABC Chapter. Ewington Chapter became inactive for a time but has been reconstituted. Decatur Chapter has gone through the same pattern. It became inactive but is now being re-established. A new Chapter, Fort Armstrong was established and chartered in 2014 in the Quad Cities area. More changes are likely to occur over time.

The Illinois Society remains strong and has more than 1,000 members. As you will see in the following pages of the Handbook, the State Society continues to be a very vibrant and a major contributor to the purpose and goals of the National Society of the sons of the American Revolution.

## **II. GOALS OF THE National Society Sons of the American Revolution**

(Taken from the NSSAR web site):

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

- The institutions of American freedom
- An appreciation for true patriotism
- A respect for our national symbols
- The value of American citizenship • The unifying force of “e Pluribus Unum” that has created, from the people of many nations, one nation and one people.

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

## **III. GOALS OF THE ILLINOIS SOCIETY**

The ILLINOIS Society supports the mission and goals of the National Society.

**Goals of the Illinois Society, SAR 2022-2023 presented by President Richard Ruedin:**

1. Increase Active Membership on State Level
  - a. Provide Annual Activity Calendars at the beginning of each calendar year. The current calendar will be developed and distributed in the next sixty days from taking office.
  - b. Contacting each Chapter President to obtain topics of interest to increase attendance at State Meetings.
  - c. Review the current Committee Structure to focus on a few good programs to increase active participation and provide public recognitions for their activities.
2. Connect State Committees to Chapter Committee Chairmen
  - a. Provide to the Chapter Presidents the State Level Committee Chairmen contacts and follow up to be sure that the State Committee Chairmen have active communications back to the Chapter Committees.
  - b. Recognize Active Chapter Committees from the feedback given to the State Committee Chairmen.
3. Make adjustments to Board of Manager Meetings to increase attendance
  - a. The Board of Manager meeting committee reports will be provided prior to the agenda printing with any update to their activities. Committee discussions will only be necessary if a vote is required for a specific requirement.
  - b. The State Board of Managers meeting will divide the focus to half Managers Business and half to topics that are of interest to the Chapters; i.e.: Position Training; Historic Presentations; Recognitions of a Chapters Successful Activity and how this activity may be used at another Chapter; Topic input from the Chapter Presidents.
4. Provide Support to Chapters to increase visibility and Educational Outreach
  - a. Supply from National Revolutionary War related educational materials for Grade School, Middle School, and High Schools for Chapter to engage there local School Districts.
  - b. Provide Training for Chapter Public Relations to increase SAR visibility at the local levels.
5. Create a 250<sup>th</sup> Anniversary of the American Revolution Team
  - a. The State "A" Team, will be identifying, planning, and executing events to celebrate the founding of our nation.
  - b. The State "A" Team will coordinate with Chapter Presidents in their local celebrations to gain public recognition of the local Chapter's Membership and purpose.

## SECTION B – PRESIDENTS OF THE ILLINOIS SOCIETY

1890 George Crook (Feb. 1 to Mar. 21)	1934 Charles M. Bates
1890 Charles E. Cheney (Mar. 21 to June 23)	1935-36 Wilbur Helm
1890 Henry M. Shepard (June 23 to Dec. 3)	1937 Floyd E. Thompson
1891-93 Henry M. Shepard	1938 J. Kent Greene
1894 Josiah L. Lombard	1939 Franklin E. Vaughan (Served as PG NSSAR)
1895 George F. Bissell	1940-41 Joseph A. Coyner
1896 Henry S. Boute II	1942-43 Dean L. Traxler
1897 Samuel Eberly Gross	1945-46 Alonzo N. Benn
1898 George V. Lauman	1947-48 John H. Babb
1899 I. S. Blackwelder	1949-50 John A. Dawson
1900 James H. Gilbert	1950 John A. Dawson
1901 Frank Baker	1951 Samuel R. Todd
1902 Albert E. Snow	1952-52 Edward N. Wentworth
1903 Daniel M. Lord	1954-55 Earl B. Searcy
1904 Charles Kingsbury Miller	1956-57 John E. King
1905 Nelson A. McClary	1958 Harold 1. Meyer
1906 John H. Loomis	1959-60 Charles A. GoodwinPerkins
1907 Edgar B. Tolman	1961-62 Len Young Smith
1908 Horace E. Horton	1963-64 Thomas S. McEwan
1909 John Shepherd	1965 Albert S. Barney
1910 Samuel E. Bliss	1966-67 Frank R. Sullivan
1911 John D. Vandercook	1968 Edwin N. Asmann
1912-13 LaVerne W. Noyes	1969 Clifford C. Gregg
1914-15 Chancellor L. Jenks	1970 Gerald W. Brooks
1916-17 Henry W. Austin	1971 Frederick B. Friested
1918 Fred A. Smith	1972 Carrol C. Hall
1919-21 Dorr E. Felt	1973 Robert M. Harrison
1922 James M. Eddy	1974 Leslie A. Bryan
1923 James Edgar Brown	1975-76 Leslie A. Bryan
1924 William G. Adkins	1977 Lee M. Burkey
1925 William P. Reed	1978-79 Cecil W. Grange
1926 George M. Moulton	1980-81 Gordon P. Tierney
1927 Harry G. Colson	1982-83 Donald Worley
1928-29 Lewis K. Torbet	1984-87 Burton L. Showers (May 2)
1930 James G. Skinner	1987-89 Russell D. Page
1931 Matthew Mills	1989-91 Charles B. Schweizer
1932 Henry R. Baldwin	1991-93 Rev. Harold Woodworth
1933 Charles B. Elder	1993-95 David C. Bailey
	1995-97 Edmund W. Bliler
	1997-99 M. Joseph Hill



1999-01 A. Bingham Seibold III  
2001-02 Charles Sener  
2002-04 Stephen A. Bradley  
2004-06 Kenneth W. Griswold  
2006-08 Karl Reed  
2008-10 J. Gordon Bidner  
2010-12 Franz Herder

2012-14 Bruce Talbot  
2014-16 Tom Ashby  
2016-18 Toby Chamberlain  
2018-20 Dick Chamblin  
2020-22 Mike Campagnolo  
2022-24 Richard Ruedin

## **SECTION C - CHAPTERS OF THE ILLINOIS SOCIETY**

**See Addendum B**

## **SECTION D - OFFICER DUTIES**

### **I. President**

The President provides overall leadership to the Society in implementing the programs that fulfill the purposes of the Society in accordance with the policies and guidelines in the Constitution and of the Illinois Society.

The president is responsible for the conduct of the administration for the Society in accord with the guidelines of the budget established by the Illinois Society. He shall preside at all meetings of the Society and of the Board of Managers and shall exercise the usual functions of a presiding officer. He shall be the executive head of the Society.

### **II. Senior Vice President-President Elect**

The Senior VP shall assist the President in the discharge of his duties and in the absence of the President from any meeting, shall act as the president and perform the normal functions of the President.

He provides leadership to the Society in carrying out youth, educational, American Heritage and community affairs in accordance with the policies established in the Illinois SAR Constitution.

### **III. National Trustee and Alternate Trustee**

The President, on leaving office at the regular Annual Conference Meeting and having served his elected term of office, shall automatically be nominated to serve as the Trustee from the Illinois SAR and then, after serving as Trustee, is to be nominated to serve as the Alternate Trustee. In the event the President, on leaving office, is unable or unwilling to serve as National Trustee, the incumbent National Trustee shall continue to serve until his successor is selected.

### **IV. District Vice Presidents**

Each of the three (3) District VPs shall assist the State President, serve as his representative in their District, and shall act to strengthen Chapter membership and support Chapter activities. The District VP should visit each Chapter in his District annually. He should offer to induct new Chapter officers in the absence of the State President. He should be a mentor to the Chapter President who are forming new Chapter and actively support any such effort. He should monitor dues collection by Chapters, making sure dues are renewed for all chapter compatriots. He should encourage Chapter Presidents to turn in their annual report and submit Chapter reports, when required, prior to each State Society meeting. He should ensure that all chapters in his District have made the required IRS tax filing each year. He should encourage attendance of Chapter members to SAR sponsored events, i.e., BOMs, State Conventions, Leadership Meetings and National Congresses, and lead by example. He should recommend and encourage promising Chapter leaders to run for state office. He should recommend district compatriots for Chapter and State Awards and be a conduit through whom chapters forward recommendations to the State Awards Chairman.

## **V. Secretary**

The Secretary shall conduct the correspondence of the Society and the Board of Managers to the Society Membership and the Executive Headquarters in Louisville. He shall, with the President or Senior Vice President, sign all contracts and obligations of the Illinois Society. A member of the Society may be appointed to assist the Secretary in the performance of his duties.

### Specific Tasks

- Maintains the official national and state membership data base.
- Follows national manual and ILSSAR Constitution listing responsibilities.
- Accepts the responsibilities of "Point of Contact" person for all communications between national and state and between state and national.
- Prepares and reconciles the annual report to national listing new members, reinstatements, transfers, (in and out), drops, resignations, and deaths.
- Notifies National of deaths and address changes.
- Prepares all transmittals, signs, and mails them to national.
- Prepares and mails the credentials for Congress.
- Prepares and mails membership packets to interested potential members to NSSAR HQ.
- Notifies chapter presidents of individuals in their chapter area who are interested in membership.
- Works closely with chapters to maintain a membership in agreement with ILSSAR's database.
- Forwards to chapter presidents in mid-December a list of potential drops.
- Forwards to chapter presidents in mid-January a list of drops.
- Prepares quarterly membership reports for BOM meetings.
- Signs and mails approved new-member certificates to ILSSAR Chapter Presidents.
- Mails approved Supplemental certificates directly to the applicant.
- Maintains the official and permanent set of member applications.

## **VI. Recording Secretary**

- The Recording Secretary shall aid the Secretary in carrying out the functions and responsibilities of the office of Secretary. His specific duties are as follows:
- Record, or cause to be recorded and preserved, the minutes of meetings of the Board of Managers and the Annual Business Meetings of the State Society.
- Send copies of the minutes of the meetings to the President, Secretary, Historian, Editor of the ILLINOIS PATRIOT and all other Board of Manager members.
- Record the additions and corrections made to the minutes, the dates of their final approval, and forward the corrected and approved original of such minutes to the Historian for preservation in the archives of the ILSSAR.

## **VII. Treasurer**

The Treasurer shall collect all fees, dues and other funds of the Society. Deposits should be made during the same week. As well they should be made in the name of the Society, and in one or more banks as designated by the Board of Managers. Withdrawals should be made in

the same way only by check, and only for payments properly supported by vouchers, and for the purpose of the Society. He shall keep a true account of his receipts and disbursements and at each Annual, and Board of Managers meeting render an accounting of his records. The Treasurer shall furnish from time to time such information relative to the funds of the Society, as the officers may require. A member of the Society may be appointed to assist the Treasurer in the performance of his duties.

The Treasurer shall serve as the principal financial officer of the ILSSAR. His specific duties are as follows:

- Serve as a voting member of the Budget and Finance Committee.
- Establish, along with the Budget and Finance Committee, procedures to assure that expenditures conform to approved budget allocation; that they are vouchered, and that they are proper expenses of the State Society; and receive, maintain custody of, disburse, maintain the books of accounts for, and report at every Board of Managers Meeting and at the Annual Business Meeting on the status and trends of all funds of the ILSSAR.
- Be responsible for the immediate supervision of the Permanent Fund and the Lifetime Membership funds as determined by the Budget and Finance Committee.
- 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 Managers, or as required by the Constitution.
- Disburse funds as vouchered by the Editor of the ILLINOIS PATRIOT, Secretary, and Registrar for services or materials received by the ILSSAR under contract as authorized by the Constitution, and for routine expenses of the job.
- Prepare tax exemption forms or other forms, returns, and reports required by Federal, State, or local laws.
- Maintain signature cards for depositories or withdrawals as necessary.
- Prepare, distribute, and collect payments on annual dues notices based upon a current membership roster as supplied by the State Secretary.
- Prepare, distribute, and collect payments on an annual reinstatement campaign for any members dropped in the prior two years for non-payment of dues.
- Provide a list to the State Secretary no later than January 15<sup>th</sup> of each year of all members who have paid annual dues or a reinstatement fee.
- Assist State Secretary in reconciling national active member roster with state active member roster.
- Monitor preparation status and ensure compliance of state chapter tax exemption forms or other forms, returns, and reports required by Federal, State, or local laws.

- Forward to State Secretary any change of address or deceased notices received.

### **VIII. Registrar**

The Registrar shall investigate the proofs of eligibility of all applicants for membership, require further proof as necessary, and when satisfied, approve, and transmit the applications dues and fees to the State Secretary where he logs the information. The State Secretary sends the package to NSSAR to be accepted and approved or pended.

He shall have custody of all genealogical papers of the Society and shall at each Annual Meeting submit a list of applications submitted and accepted by the National Registrar General for the year.

Following are specific steps taken by the Registrar with applications:

- Enter the date and associated information about the application into log.
- Create a copy of the application complete to use while reviewing the proofs to the data provided.
- Check the data entered on the application using the proof documents provided to verify that the lineage is correct and properly proven.
- If the proofs provided prove the data entered on the application place a review check mark over that information on grading copy.
- If the application is properly proven, filled out, signed and the proper fees/dues are correct, sign the applications.
- Scan the application (both sides) and all the proof documents into PDF and keep a digital record of the application and its documents.
- Mail the entire package of applications (2 copies) along with the check made to NSSAR to the State Secretary who retains one copy of the application, waiting to assign NSSAR & ILSSAR numbers. State Secretary then returns the State copy signed and assigned along with the NSSAR record copy to Registrar at a later date. Registrar separates the check made payable to ILSSAR and mails it to the State Treasurer.

### **IX. Historian**

The Historian shall collect and file with the Society such historical data as may be brought to his attention concerning battles/incidents and soldiers/patriots of the American Revolution, particularly as they relate to the State of Illinois, as well as major activities of the Illinois Society and Chapters.

The Historian shall be responsible for collecting and depositing in the proper safe depository the official State Society's reports and papers for each year, minutes of All board of managers meetings, officer and committee annual reports, as well as an annual report from each chapter.

Corrections and additions to the minutes of all business meetings will be kept and filed by the Historian. Copies of the Illinois Patriot shall be kept in this file. The Historian shall work with the Historian General for the NSSAR in depositing valuable materials and collections of the Illinois SAR.

The Historian shall be responsible for collecting and depositing in the proper safe depository the official State Society's reports and papers for each year, minutes of ALL Board of Managers meetings, officer and committee annual reports, as well as an annual report from each chapter.

Corrections and additions to the minutes of all business meetings will be kept and filed by the Historian. Copies of the ILLINOIS PATRIOT shall be kept in this file. The Historian shall work with the Historian General for the NSSAR in depositing valuable materials and collections of the ILSSAR.

The Historian shall keep on file in the ILSSAR archives records of, and location of all Revolutionary War Patriots buried in Illinois as provided to him by the Revolutionary War Graves Committee.

## **X. Chaplain**

The Chaplain should be a regularly ordained member of the clergy. He shall open and close Annual Meetings and Board of Managers Meetings with such prayers and devotional guidance as is proper for each occasion.

He shall at each Annal Meeting, submit a list of Society Members who have died during the preceding year and conduct a Memorial Service in their memory.

He shall:

1. Provide spiritual support to all Illinois Society members
2. Assist and support Chapter Chaplains
3. Send sympathy notes to deceased member's families
4. Assist in memorial services of members if requested
5. Be available to present prayers for memorial dedications if requested

## **XI. Genealogist**

The Genealogist shall conduct genealogical workshops and assist potential members in securing documentation and providing application preparation assistance for submission of their application for membership into this Society.

## **XII. Webmaster**

The webmaster shall be responsible for the organization, presentation, and format of all materials which represent the Society on the World Wide Web. He shall coordinate all

materials supplied by the Chapters and resent consistent/high quality data to be viewed by users of the internet.

The webmaster assists chapters without web pages and in some cases creates and maintains the chapter's web site. He creates and maintains the State Facebook page and monitors its use.

### **XIII. 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 room including seeing that the furnishings, P.A. system, lighting, flags, decorations, regalia, etc. are present, adequate and in proper order.

The Sergeant-at-Arms shall be responsible for the flags and any other equipment needed for the ILSSAR meetings. He shall maintain them in proper state of repair, deliver them to, and install them in the meeting place for the conduction of the ILSSAR meetings.

The Sergeant-at-Arms shall maintain a current record of name, location and custodian of items of furniture, office equipment, flags and standards, computer, amplifying equipment and/or recording equipment, and other such property owned by ILSSAR.

The Sergeant-at-Arms shall be responsible for having printed each year's ILSSAR stationery and envelopes.



## **SECTION E - CONSTITUTIONAL COMMITTEE DUTIES**

### **I. Audit**

The Audit Committee is charged with an annual audit of the Society's financial records. As soon as practicable, following the annual year end close of the records of the Society, the Committee will meet and review the Society's financial activity for the year.

A report of their findings will be presented to the Society's membership at the Annual Meeting.

### **II. Constitution**

The Constitution Committee is charged with the responsibility to provide the membership with a current copy of the Society's Constitution, to propose amendments to the documents consistent with current dues and fees structure and to reflect the current organization of the Society.

Proposed amendment procedures to the documents are described in the ILSSAR Constitution, Article XIII.

### **III. Executive**

There shall be an Executive Committee to be convened only in case of emergency when an item of business must be resolved before the next regularly scheduled Board of Managers Meeting. The Committee shall consist of the following members:

- 1) The President, who shall serve as the Chairman.
- 2) The Senior Vice-President, who shall serve as the Vice-Chairman.
- 3) The immediate Past President of I LSSAR.
- 4) The Secretary, who shall serve as the Secretary of the Committee.
- 5) The Treasurer
- 6) Two members-at-large, who will be appointed by the President to ensure balance of the geographic districts.

Three members shall constitute a quorum. The Executive Committee shall have the power to conduct its business by e-mail, mail or telephone in lieu of convening in formal session; provided, however, that each member of the committee confirms, by letter or e-mail message to the Secretary, each vote he has given by telephone or e-mail. A report shall be made by the Chairman at each meeting of the Board of Managers detailing all actions taken by the Executive Committee since its last report to the Board.

During intervals between meetings of the Board of Managers, the members of the Committee shall have the duty to meet on call of the Chairman and to act on any matter that the Chairman deems to be of such urgency and importance that action must be taken before the next regularly scheduled meeting of the Board of Managers.

This Committee is in no way to be construed to be an ongoing advisory or planning committee which would take action on routine items of business which could be reasonably handled at a regularly scheduled Board of Managers Meeting.

#### **IV. Budget/Finance**

The Budget/Finance Committee is charged with proposing an annual budget to the Board of Managers for approval, based upon the expected income to the Society from application fees, annual dues, interest income and donations/gifts.

The Committee shall carefully consider requests from other committees for Society funds, costs of printing and distributing a periodic newsletter, funds for delegates to the Annual National Congress, funds expended for Annual State Conventions, Board of Managers Meetings, donations to various National funds, medals and awards, miscellaneous office expenses, etc.

The Chair of each committee should provide the Budget/Finance Committee with an estimate of the funds needed for the coming calendar year by **October 15<sup>th</sup>**. This will allow the Budget/Finance Committee time to assess the total needs of the Society and resolve any problems that arise. The purpose of this procedure is that it provides each committee chair with an opportunity to be included in the development of the financial plan for the coming year.

The proposed annual budget will be presented to the Board of Managers at the **November** Meeting of the Society for approval.

#### **V. Medals and Awards**

The Medals and Awards Committee is responsible for the selection of those individuals to receive ILSSAR Awards for outstanding service to the State Society, and for encouraging chapter award programs. It coordinates the ILSSAR program for chapter performance awards, and awards for competitive programs. The Committee reviews, approves and coordinates the presentation of awards at the Annual Meeting of the Society. Chairmen of the various contest committees should report the names of their contest winners to the Chairman of the Awards Committee as soon as the contests have been judged.

ILSSAR award recommendations for the Annual Meeting should be sent to the Chairman as early as possible so awards may be reviewed and ordered from the National Society in time to be presented at the appropriate meeting. Normally the State President recommends a number of awards to be presented at the Annual Meeting. Other members of the State Society may also recommend awards for compatriots with outstanding State Society service for presentation at that time.

The Chairman should prepare a list of awards to be given to the State President for the Awards Ceremony and sends the list to the Editor of the ILLINOIS PATRIOT for publication therein.

The following awards deserve special recognition, as they are designated with separate committees:

1. ROTC- The State Society ROTC Committee administers the program to the Chapters in accordance with the rules set forth in the NSSAR Handbook. Recipients are selected for

high degree of merit with respect to leadership qualities, military bearing and general excellence. The recipients are selected by the Commanding Officer of the ROTC unit, who should be given full latitude in making the selection.

Requests from units will be forwarded to the ROTC Committee Chairman who will forward certificates and medals to Presidents of Chapters who are in near proximity to the location of the ROTC Unit where the award is to be made. The Chapter President should assign a Compatriot to attend the Unit's awards assembly and present the award to the recipient. Awards will not be made by the Sons of the American Revolution "in absentia". The Silver ROTC Medal is presented only to a student in a university/college ROTC unit. The Bronze Medal is presented to students in secondary school JROTC units.

2. Good Citizenship- Local Chapters are encouraged to recognize student good citizenship achievement. Criteria should be developed to assist teachers and/or administrators in selecting the high school senior who has demonstrated the qualities of good citizenship. Once contact has been made with the high school and the recipient has been chosen, the Chapter Committee Chairman should have a Compatriot of the local chapter attend the school's award assembly and present the Good Citizenship Certificate and Medal to the winner. If possible, scholarships should be presented to the recipient at the same time.

## **VI. Nominating**

The Nominating Committee is charged with proposing a slate of candidates for office in the Illinois Society who meet the requirements set forth in the Constitution of the organization. The Committee candidates should meet the standard of being interested in the organization, willing to serve, and able to carry out the duties of the office for which they are nominated. The Committee must meet before the Annual Board of Manager's Meeting and select a candidate for each office required by Article III, Section 1, Titles and Terms of Elected Officers of the Illinois Society. Each candidate must be contacted, personally, as to his willingness to serve in the particular office. A report of the Nominating Committee is presented at the February Board of Managers Meeting and elections are held at the Annual Meeting of the Society. (See Article 3, Section 2, Nominating Committee, of the Illinois Society Constitution for further details.)

## **VII. Patriot Medal Committee**

The Patriot Medal is the highest Medal of Honor awarded for service at the state or chapter levels. This medal is presented only once to an individual and represents long, faithful, and outstanding service at the state or chapter levels. It is given in accordance with the rules and regulations set forth by the NSSAR. This committee shall have the exclusive power and duty to act for the ILSSAR to designate the member(s) of the Society to whom the Patriot Medal will be awarded.

The President shall appoint a chairman, and four additional compatriots, each of whom has received the Patriot Medal, to comprise the Patriot Medal Committee of five members. The term of office for the members of this committee shall be co-terminal with that of the President who appoints them. The chairman shall NOT be the current President, or the immediate past president of the ILSSAR.

Nominations of persons to be considered by the Committee for the Patriot Medal may be made by any member of the ILSSAR. Such a nomination must have a written statement detailing the

qualifications of the nominee for such consideration and must be sent to the chairman of the committee by February 1st. The Committee, upon examination of the qualifications of all nominated candidates, is NOT compelled to award the Patriot Medal for any given year.

The Patriot Medal Committee should plan to meet at the February Board of Managers meeting to make its decision. If not possible, it is permitted to transact its business by mail, phone, or e-mail after the chairman has sent a copy of each nominee's qualifications submitted to each member of the committee. The final decision must be made and given to the President no later than April 1st.

The Patriot Medal Committee should make its decision before the February Board of Managers meeting. The committee can transact its business by mail, or phone, or email after the chairman has sent a copy of each nominee's qualifications submitted to each member of the committee. The final decision usually will be made and given to the President at the February Board of Managers meeting but no later than April 1st.

It is the duty of the Medals and Awards Chairman to assure that the medal(s), properly engraved and a certificate attesting to the award, are on hand at or before the scheduled time of presentation at the Annual Conference banquet. A recipient of the Patriot Award becomes a life member of the Board of Managers as long as he remains an SAR member in good standing.

## **VIII. Planning Committee**

There shall be a Planning Committee to be used by the President in helping plan the Board of Managers Meetings and also serve as a Long-Range Planning Committee for future years of the Society.

This Committee shall not take any action which would commit the ILSSAR to any program, position or course of action. All recommendations of this Committee must be ratified by the Board of Managers before they take effect. The Committee shall be responsible for reviewing the ILSSAR Long Range Plan annually, report on progress to the membership at the Annual Meeting and recommend any changes to the Plan for future years to the membership at that time.

This Committee shall be composed of the following: President, who serves as chairman; Senior Vice President; Secretary; Treasurer; Finance Committee Chairman; and the immediate past two ILSSAR Presidents. The President may appoint two additional members to the Committee from the general membership to serve conterminous with the term of the President.

The Planning Committee shall have the power to conduct its business via mail, e-mail or telephone in lieu of convening in formal session. A report shall be made by the Chairman at each meeting of the Board of Managers discussing the deliberations of the Committee since its last report to the Board. A copy of this report shall be filed with the Historian.

## **IX. The Illinois Patriot**

The President shall appoint the Editor of the ILLINOIS PATRIOT who may remain in the position for an indefinite period. He is accountable to the President. It shall be the duty of the Editor to prepare, and to publish quarterly unless otherwise ordered by the Board of Managers,

and to distribute to all members of the ILSSAR, the ILLINOIS PATRIOT in such a manner and style as to accomplish the following objectives:

- To inform the members about recent happenings, current happenings, and planned activities and programs of the ILSSAR and NSSAR, of the chapters, and of the members.
- To disseminate official information such as minutes of meetings, notices and agenda for future meetings, financial and other reports, proposed amendments to the ILSSAR Constitution, announcements, etc.
- To serve as one of the means of public relations in promoting the interests of the ILSSAR as an organization.
- The Editor shall determine the format and content of publication and shall arrange for its printing and distribution.

## **X. Public Relations**

Publicity has a special importance to the Illinois Society. It encompasses all aspects of the Society's operations, including publicity with the Society, publicity of the Society's affairs to the citizens of the State, encouragement to entice more eligible people to become members of the SAR, and giving the Society name recognition. The Public Relations Committee is the guiding committee within the Society to promote this program through the use of all media sources including social media such as Facebook and similar outlets.

## **SECTION F – Standing Committee Duties**

### **I. C.A.R./DAR/SR Relations**

The Illinois C.A.R./DAR/SR Committee is responsible for establishing contact with the appropriate Children of the American Revolution and Daughters of the American Revolution officers; for encouraging ILSSAR Chapter support of C.A.R. and DAR societies; for encouraging ILSSAR members to become involved in C.A.R. and DAR activities; for recruiting male C.A.R. members to become SAR members when they become 18 years of age (or before); for assuring that the C.A.R. Illinois State President and Senior State President are invited to attend the ILSSAR Annual Meetings and other observances, as appropriate.

The committee also recommends presentation of the Bronze and Silver C.A.R.-SAR Medal of Appreciation to appropriate C.A.R. members and seniors. The committee is also responsible for documentation and submission of application to the national organization for the N.S.C.A.R. Activity Streamer.

### **II. Color Guard**

With the onset of the Revolutionary War in 1775, America began to train an army to defend against the British invasion. Color Guards and Fifers and Drummers were an important part of the 18<sup>th</sup> Century military. Just as America enlisted soldiers and stockpiled arms and ammunition, it also trained marchers and drummers to work with soldiers in the field. In the 18<sup>th</sup> century, these groups served as signal instruments for the infantry, relaying the commander's orders to soldiers in camp and on the field of battle. The steady rhythm and spirited tunes kept the soldier's minds off the tedious march.

During the period of 1775-76 the militia was all volunteer citizen soldiers who wore no uniforms except what they could get on their own. Officers adopted a blue coat faced with red and lined with white cloth. They were cut in the style of the day the individual chose as there was no regulation. Later they wore the regulation military uniform adopted with Washington's general order of October 1779.

Today the Illinois Color Guard carries on these traditions. Its purpose through participation in historical, patriotic and educational endeavors is to honor our patriot ancestors; promote the ILSSAR; and inspire the community with the principles on which our nation was founded.

The Color Guard Committee functions under a standing committee of the ILSSAR whose chairman is appointed by the ILSSAR President and approved by the Board of Managers and serves as the State Commander. As such, he is responsible for the overall ILSSAR Color Guard organization and activities.

All Chapters are encouraged to have their own Color Guard units to personify promoting patriotism and the accomplishments of the American Revolutionary war soldier, all to the end of keeping alive the flame of the needs of our patriot ancestors. Suggested activities include:

- Participating in community and veteran parades
- Presenting colors at SAR and DAR functions
- Providing honor guard for Revolutionary War soldier's grave marking ceremonies

- And any other events that may be appropriate

### **III. Ethics**

The purpose of the Ethics Committee is to oversee that all ILSSAR programs and activities are in compliance with acceptable ethical standards. It is further the job of the Committee to constantly review and update ethics standards and procedures of the ILSSAR contributing to definition and redefinition in line with the laws, social change which relate to ethics and require attention.

Officers, Board of Manager members and Committee Chairmen are expected to abide by the broad ethical standards implied in the NSSAR Constitution and Bylaws and conduct themselves at all times in a manner that reflects creditably on the Sons of the American Revolution.

### **IV. Flag Awards**

The NSSAR has a flag certificate which can be presented to individuals, companies and government agencies that fly the American Flag for patriotic purposes only. The ILSSAR Society encourages all chapters to actively support this program by appointing a Chapter Committee to carry out this important work.

The Flag Award is awarded to a group, business or individual who has an outstanding display of the US flag which inspires patriotism as well as follows all the proper methods for flag etiquette to respect the flag. Members are encouraged to alert the Flag Award Chairman of their chapter by e-mail, phone or in person of possible candidates for the Flag award.

The Flag Award Committee Chairman is required to send the total number of Flag Awards presented by each chapter along with the names of the recipients to the NSSAR by March 1<sup>st</sup> of each year. To qualify for the Admiral William R. Furlong Memorial Award 51% of all chapters need to present at least one NSSAR Flag Certificate to a person or organization. The State Society must also present one flag certificate. If the President presents a flag certificate, even if it was also a chapter presentation, it counts as the State Society presenting a certificate. For each succeeding year qualifying, the ILSSAR will receive a certificate and a white star to be placed at the top of the streamer.

### **V. Eagle Scout Scholarship**

The Eagle Scout Scholarship Committee has several responsibilities:

1. Administration of the Arthur M. & Berdena King Eagle Scout Scholarship program at the state level. Each local chapter is encouraged to appoint a chairman for a comparable committee at the chapter level. This scholarship program is open to all Eagle Scouts who are currently registered in an active unit and have not reached their 19<sup>th</sup> birthday during the year of application. (Application year is January 1<sup>st</sup> through December 31<sup>st</sup>.) National level cash awards are determined annually by the National Eagle Scout Scholarship Committee. Illinois level scholarships are established by vote of the Board of Managers during the annual budgeting process. The current scholarship amount is



\$1,000. Each entrant at the state level will receive an Eagle Scout medal. State level winner also receives an Eagle Trophy. Cost of administration of this program is reviewed annually by the National Eagle Scout Scholarship Committee.

2. The ILSSAR Eagle Scout Scholarship Committee mails a personalized certificate and letter to each Eagle Scout whose information is forwarded to the committee. Cost of administration of this program is funded by ILSSAR.
3. The Robert E. Burt Boy Scout Volunteer Award, authorized in 2006, is presented to members of the SAR in good standing who are currently active in a scout unit, district, or council or members who have displayed outstanding dedication to the Scouting Program. Work accomplishment and dedication rather than a specific number of years in Scouting, will be the criteria for this award.

The Robert E. Burt Boy Scout Volunteer Award acknowledges the service of the recipient to Scouting and is awarded by the National Society Sons of the American Revolution upon nomination by a state society. The BSA has agreed to recognize the Robert E. Burt Boy Scout Volunteer Award by including it among similar awards that are recognized by its Community Organization Award. It is the responsibility of the ILSSAR Eagle Scout Scholarship Committee to assist local chapters in identifying and submitting applications to the national committee for worthy SAR Scouters.

## **VI. Membership Chapter Development**

The Membership Chapter Development Committee is charged with the responsibility to promote the effective and efficient recruitment, orientation and retention of members. It is important that they initiate programs to acquaint potential SAR members with the National Organization, the State Society, and local Chapter programs and assist in the preparation of applications for membership.

The Committee should visit challenged chapters that are struggling to promote effective programs to help the chapter grow.

## **VII. Historic Sites**

The first objective of the National Society of the Sons of the American Revolution is to honor and perpetuate the memory of the people and events of the American Revolution. To that end, the ILSSAR has established this committee to oversee the program.

(Additional protocols and operational suggestions are being developed out of the experience of the current Cemetery Marking efforts and will be added when complete.)

Chapters should have a Committee Chairman appointed to encourage members to research the location of the graves of patriot ancestors, purchase the appropriate Patriot Marker from NSSAR Merchandising and have the Chapter conduct a ceremony recognizing the Patriot's contribution to the cause of the American Independence.

## **VIII. Public Service Awards**

The society is proud to recognize the accomplishments and exceptional contributions of public servants in the fields of law enforcement, fire safety, and emergency medical services for service and acts beyond what is normally expected. These awards may be given to an individual (not an organization) only once and may be awarded posthumously.



The Law Enforcement Commendation Medal is awarded to those that have served with distinction in the field of law enforcement. The medal recognizes exceptional service or accomplishment in the field by police officers and those that make and enforce the law including attorneys, judges, prosecutors and legislators.

The Fire Safety Commendation Medal recognizes individuals for accomplishments. The award is available to firefighters and those that protect human life and property from injuries or casualties due to fire and chemicals. The award recognizes the variety of roles that have evolved into a highly technical and skilled professions requiring constant study.

The Emergency Medical Services Commendation Medal is given to individuals for accomplishments and/or outstanding contribution in an area of emergency medical services, including paramedics, certified Emergency Medical Technicians, and others in the emergency medical fields.

## **IX. NSSAR Fund Raising**

The NSSAR Fund Raising Committee is responsible for keeping the Society's membership informed of the fund raising needs of the State and National Society, for distributing information about fundraising opportunities, for coordinating fundraising drives and working with the State Treasurer to keep track of dollars raised, and coordinating with the State Secretary to make sure that letters of appreciation are sent to donors that can be used for recognition of gifts by the Internal Revenue Service. The Development Committee Chairman will keep the President of the Illinois Society informed about gifts made to the Society, and provide this same information to the Awards Committee Chairman for proper recognition of gifts made. The NSSAR Fund Raising Committee will also provide support for special fund raising projects as they are proposed by the Society.

## **X. ROTC Cadet Recognition Program**

Illinois is blessed with a number of Reserve Officer Training Corps units. There are Senior Units in colleges and universities and Junior Units in high schools. ROTC graduates of colleges and universities are one of the major sources of officers for the military who serve with distinction in the Army, Navy, Air Force and Marines.

The purpose of the JROTC units is to introduce high school men and women to the military services and to instill in them a sense of pride and patriotism. In high schools, JROTC provides an environment of discipline, dedication, self-reliance and commitment that is not always seen in other parts of the curriculum

This committee secures the names of all the ROTC units in Illinois, contacts them and secures the name of the person selected for the SAR award. Senior ROTC unit recipients receive a Silver Good Citizenship Medal and Certificate while Junior ROTC recipients receive a Bronze Medal and Certificate.

The ILSSAR makes an annual appropriation to support these awards. The Committee secures the medals and certificates from NSSAR and distributes them to the ROTC Unit. Arrangements are made by the Committee Chairman for presentation of the award by the member of a chapter near the ROTC unit. The name and address of the Committee Chairman can be found in the List of Committees. The Chairman of the Committee prepares an annual report and submits it by 1 May to the State Secretary.

The ROTC Committee is also charged with the responsibility of conducting a program to select a Junior ROTC Cadet to represent the ILSSAR in competition for the Outstanding Cadet National title.

The State winner will be presented with a State Society JROTC Outstanding Cadet Medallion and a \$1,000 award at the Annual Meeting. Second and third place winners will receive \$500 and \$250 respectively.

The Committee has the following duties:

- Receive contest rules and timetable from National Committee by October of each year.
- Set ILSSAR Contest deadline by April 1.
- Send updates to the ILSSAR Home Page on current year rules by September 1.
- Promote the ROTC program for the ensuing year to Chapter Presidents in early October.
- Prepare information sheet and submission form for ILSSAR Contest
- Receive nominations from the Chapters for Outstanding Cadet
- Recruit two other judges to select the best ILSSAR entry from the nominated cadets.
- Coordinate submission of the ILSSAR winner to National by their deadline.  
(Additional information regarding the Outstanding Cadet Contest can be found on the NSSAR website.)

## **SEA CADETS**

Illinois also has a number of Sea Cadet Squadrons. Unlike JROTC units, Sea Cadet Squadrons are from multiple schools in a geographic area. The Naval Sea Cadet Corps is for American youth ages 13-17, who have a desire to learn about the Navy, Marine Corp, Coast Guard and Merchant Marine. Sea Cadets are authorized by the Secretary of the Navy to wear Navy uniforms appropriately marked with the Sea Cadet Corps insignia. The objectives of the Sea Cadet program are to introduce youth to naval life, to develop in them a sense of pride, patriotism, courage and self-reliance, and to maintain an environment free of drugs and gangs. A cadet selected by the Squadron Commanding Officer of the unit is awarded a Bronze Good Citizenship Medal and Certificate for exceptional performance.

## **XI. Schweizer American History Teacher Award**

Charles B. and Eleanor Schweizer American History Teacher Award (national award is Tom and Betty Lawrence American History Teacher Award). The American History Teacher Award recognizes an outstanding history teacher whose instruction on the Revolutionary War era (1750-1800) demonstrates educational efforts in the classroom that exceed and excel above currently accepted requirements. The state winner receives a \$1,000 (one thousand) award and plaque. The award program will be conducted first in Chapters and then at the State and National Levels. Candidates interested in entering the Local Chapter contest must complete the required application and submit a written essay, not to exceed 500 words, discussing any extraordinary teaching techniques or innovative projects utilized by the teacher in the past to teach the Revolutionary War.

Additional information can be found on the ILSSAR website.

## **XII. George & Stella Knight Essay Contest**

The Knight Essay Committee has the responsibility to distribute information supplied by the National Committee in September of each year to the local high schools. The State winner will be presented with a \$1,000 Scholarship at the Annual Meeting. The winning essay will be forwarded to the National Committee to compete in the National Scholarship Contest. The Committee is charged with the following duties:

- Set ILSSAR Contest deadline by February 1st of each year.
- Send updates to the ILSSAR Home Page concerning current year rules as soon as possible.
- Distribute press releases to Chapter Presidents and media in late September.
- Prepare rules and information sheet for ILSSAR Contest.
- Receive inquiries from students and send current rules and information sheet.
- Recruit judges/readers to score the essays. Helpful if judges have Historical knowledge of subject matter.
- Coordinate scoring evaluations and select top two winners.
- Coordinate submission of ILSSAR winner to National by their deadline

Additional information can be found on the ILSSAR website. Select Outreach then select Programs on the pull-down menu. Scroll down to the description and click on application which appears in the content.

## **XIII. Joseph S. Rumbaugh Historical Oration Contest**

The Rumbaugh Oration Contest Committee has the responsibility of conducting an oration contest annually on the State level for the high school candidates from the Chapters to determine a winner of the State contest to represent ILSSAR and compete for the scholarship at the National level. The State winner will be presented with a \$1,000 Scholarship and \$500 for expenses to compete in the National contest at the Annual Congress of the NSSAR.

The Committee is charged with the following duties:

1. Receive contest rules and timetable from the National Committee in September.
2. Send updates to the ILSSAR website on current year rules.
3. Distribute press release to Chapter Presidents and media in late September.
4. Set ILSSAR contest deadline by February 1st. (Currently April 15)
5. Prepare information sheet for ILSSAR Contest.
6. Receive inquiries from students and send current information sheet & submission form.
7. Recruit judges for ILSSAR Contest.
8. Send judges the procedures to be followed.
9. Contestants will submit a Chapter Entry Form (Form A) and Contest Entry Form (Form B) to be downloaded from the NSSAR website. They will submit a written copy of their oration, as well as a DVD of their oration to the supporting Chapter or directly to the ILSSAR Committee Chair by the deadline.
  - a. Obtain rules and forms as follows:
  - b. **www.sar.org** Go to Youth Education Down to Oration Contest Official rules Download **Rumbaugh Entry Form A-B**

10. Coordinate submission of ILSSAR winner to NSSAR Oration Chairman by their deadline (due 30 days prior to Congress start date).

## **XIV. Veterans Committee**

The Veterans Committee of the Illinois Society SAR promotes the following activities for the Illinois Society, Chapters and members to emphasize the patriotic responsibility of all SARs to veterans. The recommended programs and activities contained in these guidelines are suggestions and should not preclude a chapter or member from developing at their own initiative a more appropriate or suitable program.

### **A. ILSSAR**

The Illinois Society SAR should through its publications seek donations from members specifically to meet the needs of an approved veterans program.

The program of the ILS SAR should be to meet a need as established at the State of Illinois veteran's homes at Quincy and Manteno and as established by the US Department of Veterans for veteran's homes in Illinois.

### **B. CHAPTERS**

Each chapter should select the Veterans facility of their choice and assist in the volunteer programs at the facility.

Each chapter should develop a program to provide for the entertainment and enjoyment of the Veterans at the facility: Examples Include.

- Purchase of magazine subscriptions.
- Movie rentals.
- Conduct patriotic programs.

Each chapter should prepare and submit a report on its Veterans program to the Veterans Committee Chairman by 1 May so that he can forward a consolidated report to the ILS SAR and to the NSSAR Veterans Committee.

### **C. SAR MEMBERS**

Through the visits of individual members, assistance can be rendered to an individual veteran such as reading or writing letters, fellowship with the veteran and other personal support activities. Members can Adopt a Vet and maintain the personal friendship of a veteran in a facility. Members can individually volunteer to assist a veteran's facility with its current programs.

## **XV. Outstanding Good Citizenship**

Since the Illinois Society has as one of its chief purposes the stimulation of a vigorous patriotism, it believes that such a purpose is to be secured only as the youth of our schools become imbued with the high ideals of character and citizenship.

The objective of the Good Citizens Award Committee is to achieve this purpose by the Presentation of a Good Citizens Award in every high school in Illinois. Chapters are responsible for contacting the high schools in their administrative areas and deciding which of the two types of awards will be presented. The State Committee is responsible for contacting

high schools not in chapter administrative areas and awarding the Good Citizens Certificate. Budget constraint is the determining factor in the number of high schools approached by the State Committee. The State Committee is prepared to advise the Chapter Committee if requested. The name and address of the Good Citizens Committee Chairman can be found in the List of Committees.

There are two types of High School Good Citizens Awards:

1. **Bronze Good Citizens Medal and Certificate** as listed in the NSSAR catalogue. Chapters making this award should purchase them from NSSAR at the chapter's expense.
2. **Good Citizens Certificate** as listed in the NSSAR catalogue. A certificate developed for the Illinois SAR may be used. Chapters are responsible for lettering the certificates presented by them. The ILSSAR "Bullseye" pin may also be presented as an Illinois Society award. Chapters are responsible for the purchase of a certain number of certificates as determined by the Board of Managers. An additional number to be determined by the Board of Managers will be furnished by the State Committee.

The State Committee will present a certificate to a student in high schools not in chapter administrative areas and may present an ILSSAR "Bullseye" pin. The State Committee is responsible for lettering certificates presented by it.

The award may be made to a male or female senior student selected by the high school authorities. The qualities to be considered in making this award are:

- Dependability, as evidenced by the record of punctuality, truthfulness, honesty, loyalty, trustworthiness and self-control.
- Cooperation, as evidenced by the record in respect for authority, respect for property, respect for the rights of others and courtesy.
- Leadership, as evidenced by what the student has done to make the school a better school.
- Patriotism, as evidenced by loyalty to and knowledge of the purposes expressed in the preamble of the Constitution of the United States.

Presentation of the award may be coordinated with other heritage societies. Generally this award is made in May of each year in conjunction with the high school honors day program. It may be presented at any time agreeable with the high school principal.

Chapters are required to report to the Committee Chairman the names of the recipients, name of high school and date of presentation upon the completion of their annual presentations.

The Committee Chairman consolidates the information and forwards it to the NSSAR Good Citizens Award Committee.

## ***SECTION G - PROTOCOL OF THE ILLINOIS SOCIETY***

Protocol in the Illinois Society is governed by grace, dignity, courtesy and common sense, and as consistent with guidelines of the National Society.

### **I. Precedence**

- a. The National Society SAR is first, the Illinois Society second, chapters third, and other patriotic and lineage organizations subsequent to chapters are ordered in precedence of their founding. Order of precedence in the SAR is as follows:
  1. NSSAR President General
  2. DAR President General
  3. C.A.R. National President
  4. C.A.R. Senior National President
  5. National presiding officers of other hereditary societies in order of their founding
  6. Former Presidents General
  7. ILSSAR State President
  8. Presidents (Regent) of other hereditary societies in order of their founding
  9. National Vice President General, Great Lakes District
  10. National SAR officers in order of seniority
  11. National officers of other hereditary societies in order of their founding
  12. Visiting state society Presidents in order of entry into the Union
  13. State officers
  14. Chapter Presidents
  15. Chapter Presidents (Regents) of other hereditary societies in order of their founding.
  16. National Committee Chairmen
  17. State Committee Chairmen
  18. Chapter Committee Chairmen
- b. PRECEDENCE NOTWITHSTANDING, the presiding officer of the host Society or Chapter is the ranking officer at a function.
- c. The host may designate a guest of honor appropriate for a function without respect to precedence in the organization.

## **II. Recognition, Seating and Greetings**

- a. Persons are recognized and seated in order of precedence, with the presiding officer at the center place. The guest of honor, if any, is to the right of the presiding officer. After the guest of honor, guests will normally be seated in order of precedence:
- b. Officers of other organizations bringing greetings will be called upon on order of precedence.

## **III. Visits to Chapters by the Illinois State President**

- a. The Illinois Society President will attempt to visit each Chapter of the Society during his term in office. Such visits are normally contingent upon invitation from the host Chapter.
- b. Chapters of the Illinois Society will normally invite the Illinois President to attend a function during the year as the guest of honor. This invitation should be made as soon as possible after the election of officers. The Illinois President will normally speak at such event and the invitation should specify the nature of the speech or remarks that the Chapter desires.

- c. When Chapters invite the Illinois Society President to attend a function, whether or not as the guest of honor, the invitation should be in writing and should specify the nature of the function, place, time, dress, and the role expected of him. He has an obligation to accept or decline as early as possible.
- d. When the Illinois Society President is invited to a function at which there is a fee for admission, food, or similar charge, the Host Chapter is responsible for the cost to him and his wife, if she accompanies him. Whether the cost of others accompanying the Illinois President shall be defrayed by the Host Chapter is at the discretion of that chapter.
- e. If the Illinois Society President is to attend a function, normally the formal part of that function should not begin until he arrives.
- f. If a Chapter invites the President General or Vice President General of the Great Lakes District to a function, it should also invite the Illinois Society President.

#### IV. Flags

- a. Flags on the podium, or elevated platform, will be displayed with the American Flag always to the speaker's right (audience left). Other flags will be displayed to the speaker's left of the American Flag, in the following order:
  - Foreign national flags — State Flags (Illinois first, others in order of admission to the Union) — Military organizational flags in order of National Precedence — SAR flag — Flags of other societies (i.e., DAR, C.A.R.) — Flags of historic significance — Personal flags
- b. Flags displayed **behind** the head table will be considered to be on a platform.
- c. As with all protocol rules, discretion should always be used in displaying flags. Room shape, entrance door location, and other physical factors may require a different arrangement of flags than noted here. There are numerous guides available concerning etiquette in displaying the American Flag.

#### V. Seating

- a. At mixed head tables, it is customary to alternate genders to the best extent possible. The spouse of a person seated in order of precedence will normally be seated next to the next person in the order. It is also customary not to seat a woman at the end of the table:

4 (5) (3) 2 (1) Host Hostess 1 (2) 3 (4)

Man Woman Woman Man Woman Man Woman Man Woman Man

- b. Seating arrangements will be adjusted in an appropriate fashion to accommodate any relevant handicaps of people being seated.



- c. For State Society functions, the State Society President, as presiding officer, occupies the center place. The highest ranking officer present is on the right, the next officer on the left, and so on alternating right and left.
  
- d. A guide of precedence for a possible State Society function is as follows:
  - 1. State Society President,
  - 2. President General,
  - 3. Governor of State or his Representative,
  - 4. United States Senator,
  - 5. United States Congressman,
  - 6. Mayor of City,
  - 7. Former Presidents General,
  - 8. National SAR Officers in order of seniority,
  - 9. Visiting State Society Presidents,
  - 10. Active Host State Society Officers,
  - 11. Former National Society Officers,
  - 12. National Presidents of other organizations,
  - 13. State Presidents of Other Societies.



# **SECTION H - ANNUAL CHAPTER MEMBERSHIP REPORT**

## The Illinois Society Sons of the American Revolution

Report of the Chapter  
Report Prepared By:

Date:  
Chapter Office

**Board of  
Managers:**

President

Vice-President

Secretary

Treasurer

Registrar/Genealogist

Historian

Sergeant-At-Arms

Chaplain

**Other Members of the Board:**

**Position:**

**Name:**

**Members of the Chapter:** (Page set up for free form typing. Or Copy/Paste list from your PC, or attach pre-typed page here) Provide name, National and State membership numbers.

**New and/or reinstated Members of the Chapter in the past year:** (Page set up for free form typing. Or Copy/Paste list from your PC, or attach pre-typed page here) Provide name, National and State membership numbers.

**Members of the Chapter Deceased/Relocated/Dropped in the past year:** (Page set up for free form typing. Or Copy/Paste list from your PC, or attach pre-typed page here) Provide name, National and State membership numbers.

**Committees/Projects: —**

**Chairman of Committee/Project:**

Eagle Scouts

Flag Awards

Outstanding Citizenship Awards

Heroism Award

Law Enforcement Award

Memorial Day Grave Markings:

Newsletter/Media

Public Relations

ROTC Awards

Veteran's Welfare

**Other:**

**Names of Recipients and Awards given to Chapter Members, and/or DAR:** (Page is set up for free form typing. Or Copy/Paste list from your PC, or attach pre-typed page here)

**Names of Recipients and Awards given by Chapter to people outside of the SAR/DAR, such as Flag Awards, Law Enforcement, etc:** (Page is set up for free form typing. Or Copy/Paste list from your PC, or attach pre-typed page here)

**Chapter Activities/Projects other than Awards given:** (Page is set up for free form typing.  
Or Copy/Paste list from your PC, or attach pre-typed page here)



**Names of Student Winners Sponsored by your Chapter:** (Give Student's name & High School Affiliation)

<b>Category</b>	<b>Name</b>	<b>High School</b>
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Eagle Scout		
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ROTC		
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JROTC		
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**Other Awards**

**High School Outstanding Citizenship Awards:** Page is set up for free form typing. Or  
Copy/Paste list from your PC, or attach pre-typed page here)

**Additional Chapter Reports, information, comments, etc.** (Page is set up for free form typing. Or Copy/Paste list from your PC, or attach pre-typed page here)

# SECTION I - CHAPTER PRESIDENT PROTOCOL

## I. Neck Ribbon

The neck ribbon with the suspended SAR badge should be worn at all official SAR functions and public occasions where you are a representative of your Chapter. The ribbon is worn with white tie, black tie, the dinner jacket, business suit coat or blazer. It is worn over the tie and under the turned over collar and is drawn up to within one inch below the bow or four-in-hand tie. Neither the membership rosette nor the miniature SAR Badge should be worn in combination with the neck ribbon. The only insignia that may be worn on the neck ribbon are: Supplemental Stars, Past President's Pin, Trustee Pin, and Vice President General's Emblem.

## II. Guides for Conducting Ceremonies

It is desirable to have formal Chapter functions conducted in a dignified manner. The following are offered as a guide that can be used by the chapter at its discretion. The gavel should be used at the start of each meeting. As a guide the order should be to God, Country and then SAR, in that order, at the start of each meeting and in the reverse order at the end of each meeting.

### 1. Chapter Meeting – Sample Agenda

- **Advance the Colors**-If a color guard is available, it is a nice idea to have the Colors presented by smartly advancing the colors to the front of the room. **Invocation**-Chaplain. **Pledge of Allegiance**-Identify who will lead the group and salute the US flag. It may also be appropriate to recite the American's Creed, or sing the National Anthem.
- **Post the Colors**-The US Flag should be placed to the right and slightly behind the speaker's podium or table. The Illinois State and Chapter flags are posted to the left of the speaker with the SAR Chapter flag on the outside (for this example).
- **SAR Pledge**-Identify who will lead the group. We no longer salute the SAR flag, but rather stand at attention.
- **Welcome**-Welcome compatriots and have them introduce their guests. Also introduce any dignitaries and/or special guests.
- **Dignitary Reports/Comments** –By State or National Society dignitaries.
- **Business Session**–Present Committee reports, unfinished and new business, and Announcements of upcoming events.
- **Introduction of Speaker**–Identify host who will introduce speaker.
- **Program** – It is a great idea to invite a speaker to provide a program at each meeting. **Closing Comments** – By Chapter President.
- **SAR Recessional** – Identify who will lead the group.
- **Benediction** – Chaplain.
- **Retire the Colors** – If they were advanced at the start of the meeting

## Installation of New Members

Chapter President:

Compatriot \_\_\_\_\_, do you as a descendant of \_\_\_\_\_, A hero of the American Revolution, Reaffirm your ancestor's faith in the principles of Liberty and Our Constitutional Republic? If so, Respond I will  
And will you pledge to support the National Society, Sons of the American Revolution? If so,

Respond I will

I now take great pleasure in presenting your Membership Certificate.

Compatriot \_\_\_\_\_ sponsored you into our Society. I would like to ask that he come forward and provide you with the SAR membership pin.

The Rosette is the official Recognition Emblem of the Sons of the American Revolution Society. Its blue and buff colors represent the colors in the uniform worn by General George Washington. Wear it proudly.

(The Rosette is informal and worn on the left lapel of the jacket or shirt collar. It is never worn on an overcoat.)

Compatriot \_\_\_\_\_,

We welcome you to the \_\_\_\_\_ Chapter.

We ask that you work with us to fulfill the purposes and objectives of the Sons of the American Revolution.

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

## Installation of Chapter Officers:

Have all Elected Officers please assemble at the front. Please raise your right hand:

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

Response: I do.

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

## Installing New Chapter President:

President \_\_\_\_\_,

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

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

Brief remarks by President \_\_\_\_\_:

# SAR Bronze Good Citizenship Medal Presentation to a High School Senior

During High School Graduation Awards Ceremony

Good morning,

I am \_\_\_\_\_, member of the: \_\_\_\_\_ Chapter, Sons of the American Revolution It is my privilege this morning to present the: **Sons of the American Revolution Good Citizenship Award.**

Would \_\_\_\_\_ please come to the podium

The National Society Sons of the American Revolution has, as one of its chief purposes, the stimulation of a vigorous patriotism. We believe that such a purpose is to be secured **only** if the youth in our schools become imbued with the high ideals of character and citizenship. This award is presented annually to a graduating senior as chosen by the faculty of \_\_\_\_\_ High School. The 4 qualities that were considered in making this award are:

- 1 **Dependability**: as evidenced by the record of punctuality, truthfulness, honesty, loyalty, trustworthiness, and self-control.
- 2 **Cooperation**: as evidenced by respect for authority, property, and for the rights of others, and for courtesy.
- 3 **Leadership**: as evidenced by the activities of the student
- 4 **Patriotism**: as evidenced by adherence to principles of our preamble of the Constitution of the United States of America.

We are proud to be able to present the Good Citizenship Medal and Certificate to

\_\_\_\_\_.



# **SECTION J - *Illinois Districts Map***

(See Separate Map)

# SECTION K - ADDENDA

## Addendum A-Dues and Fees

(See Current Dues & Fees chart)  
Dues and Fees Schedule,  
Effective Date February 4, 2022

Rule # 1: Qualifications for Family Applications: "... each additional application shall be on the same genealogical line or shall be connected by relationships not to exceed two linkages removed from the first application's line, proof of which shall be submitted at the same time and on the same transmittal form." (Amended Bylaw No. 19, 109th Annual Congress, July 1999)

Rule # 2: Available for applicants under 22 years of age and members in good standing of the CAR. A transfer card, available from the National Society CAR, must accompany the application.

Rule # 3: Available for sons, grandson, nephews, or grandnephews of SAR or DAR members and are 18 to 25 years of age provided that the same established lineage is used. If two or more join at the same time under the same one of them does not have to pay the full fee to NSSAR.

Rule # 4: National and State annual dues must be remitted to the ILSSAR treasurer no later than December 31 of each year. A member who does not pay his dues by December 31 is automatically dropped from membership and must pay a reinstatement fee. A member who reaches 90 years of age and 10 years of consecutive dues paid state dues are waived and ILSSAR pays the NSSAR dues".

Rule # 5: Reinstatement dues are dues paid after December 31. A dropped member is required to pay a \$5.00 reinstatement fee in addition to his dues.

Rule # 6: Chapter dues are determined, independently of the State Society. Some chapters may collect their own dues.

Rule # 7: Transfer of membership by current members requires completion of a transfer form, available from the State Secretary. This should be submitted to the member's current State Society along with a check for \$10.00, PAYABLE TO THE TREASURER GENERAL NSSAR, to cover the cost of copying application to be filed with the receiving society. Transfers of a dropped members from other State Societies require that current dues and applicable reinstatement fees be paid to the new State Society.

Rule # 8: Dual membership requires that the member pay National dues through his Primary or Home State Society. He then pays State dues and Chapter dues in the Subsidiary organizations to which he wishes to belong.

Rule # 9 National Life Membership: Ages 18 to 40 is \$900.00; deduct \$15.00 per year after age 40. The Illinois Society has approved a life membership at \$600 but has not established a discount for after age 40.

Rule # 10 Supplemental Family Plan: A price break is given when more than one member of a family, within no more than two degrees of kinship, submit supplemental applications at the same time, based on descent along the same genealogical line from the same supplemental patriot ancestor.

Rule # 11 A Junior Member establishing a New Lineage or patriot Ancestor. If you are applying as a Junior member and the ancestor you are applying under has not been documented or approved through the SAR, DAR or C.A.R in the past, then the application cost involved will be as shown in the listing.

Rule # 11 B Junior Applicants when using a lineage which has already been accepted by the SAR or DAR, a record copy of the referenced SAR or DAR application must be provided with the documentation.

Rule # 11 C When applying for a Junior member as a current active member of the N.S.C.A.R may become of the SAR by completing his SAR application, supplying his birth certificate and a copy of his member of good standing card. He will also need to provide a copy of his C.A.R record copy that shows proper proofing. Or he can supply the proofs to prove the lineage.

Please Note: The Youth membership is no longer available. It was replaced with the Junior membership.

## **Addendum B – Illinois SAR OFFICERS 2022-2024**

(See BOM Directory)

### **I. ILSSAR State Officers**

### **II. Illinois SAR Board of Managers and the Color Guard**