

# Introduction

## Standing Rules and Procedures Manual

Approved January 12, 2013

The governing documents of the Florida Society of the Sons of the American Revolution include the following in order of priority:

1. FLSSAR Articles of Incorporation, Inc.
2. Bylaws
3. Standing Rules
4. Procedures

The bylaws are superior to this manual which includes standing rules and procedures. In the event that a provision of one document is in conflict with the provision of another document, the provision of the superior document will prevail.

1. The FLSSAR Articles of Incorporation and the By-Laws are the defining documents for the Florida Society of the Sons of the American Revolution (FLSSAR) and take precedence over all other Standing Rules and Procedures of the FLSSAR. The By-Laws cannot be suspended and cannot be changed unless the procedures as outlined in Article VIII, Section 3 are followed.
2. The Standing Rules are the next highest level of documentation of FLSSAR operations. The Standing Rules are generally established to facilitate the conduct of FLSSAR business, and to describe duties and responsibilities of officers and committees. The Standing Rules may be suspended or amended as follows:
  - a) The Standing Rules may be suspended for the duration of the current meeting by a simple majority of members voting at a regular, annual, or special Board of Management meeting.
  - b) The Standing Rules may be amended by a simple majority of members voting at a regular, annual, or special Board of Management meeting.
3. The Procedures are the lowest level of documentation for FLSSAR operations. The Procedures are generally established to provide continuity in the conduct of FLSSAR business. The Procedures may be suspended for the duration of the current meeting or amended by a simple majority vote of the Board of Management.

## Policy Development

Written standing rules and procedures are tools to help provide good leadership. They can only be as effective as the users. When written standing rules and procedures are prudently drafted and properly implemented, they contribute significantly to the efficiency of the Executive Board and the Board of Management. Many routine decisions can be incorporated into written standing rules and procedures, thereby freeing time for more important matters.

Written policy clarifies the will of the Board of Management. Written policy establishes a legal record. Unwritten policies are not accurately remembered for the record. The most hazardous situations are:

- A. The Board of Management and/or the Executive Committee forgetting what the standing rules and procedures are.
- B. Ignoring procedures and standing rules in a crisis.

Well-written standing rules tell how the bylaws of the FLSSAR will be implemented. Well-written procedures tell **how**, by **whom**, **where**, and **when** things are to be done.

# Creating, Revising, and Deleting Standing Rules and Procedures

Standing rules and procedures are created, revised, or deleted through recommendations from the Executive Committee and voted on by the Board of Management.

Article VIII, Section 3 of the FLSSAR By-Laws, sets out the guidelines for adopting and amending the bylaws.

Motions that create or revise the standing rules and procedures shall indicate in the motion the exact language of the new or revised standing rule or procedure. The date of approval or revision will be indicated on the item. The item will be assigned an appropriate series number. Standing rules will be numbered consecutively starting at 100 and then 101 and so on. Procedures will be numbered consecutively starting at 500 and then 501 and so on.

The name of the standing rule or procedure will be added to the appropriate table of contents. The item will then be placed in proper sequence.

When standing rules and procedures are deleted, the word “deleted” will be added to the front of the name of the item in the appropriate table of contents. The year of the deletion will also be added to the listing in the table of contents. The number used for the deleted item will not be used for items created at a later date.

The reason for the deletion and the date of the deletion will be indicated. The standing rule or procedure will then be placed in the section labeled “Deleted Standing Rules and Procedures.”

New Standing Rules may be added or existing Standing Rules amended by a simple majority of the members present and voting at a Regular, Annual, or Special Meeting of the FLSSAR.

New Procedures may be added or existing Procedures amended by a simple majority of the members present and voting at a Regular, Annual, or Special Meeting of the FLSSAR.

# Standing Rules

## Table of Contents

### Contents

100	– Membership.....	4
101	– Regions and Chapters.....	5
102	– BOM Organization Chart .....	8
103	– President .....	10
104	– Senior Vice President.....	10
105	– Regional Vice President .....	11
106	– Secretary.....	12
107	– Treasurer.....	13
108	– Chancellor .....	13
109	– Genealogist .....	14
110	– Registrar .....	14
111	– Historian .....	14
112	– Chaplain .....	15
113	– National Trustee.....	15
114	– Alternate Trustee.....	15
115	– Sergeant at Arms.....	16
116	– Recording Secretary.....	16
117	– Editor.....	16
118	– Webmaster .....	17
119	– Member at Large Executive Committee .....	17
120	– Executive Administrator Position.....	17
121	– Deputy / Assistant Officer Positions.....	18
123	– Fund Management .....	18
124	– Resolutions.....	20
125	– Expenditures and Contracts .....	20
126	– Web Site.....	21
500	- Rules of Protocol .....	23
501	– Annual Meeting .....	25
502	– Registration and Hospitality Room.....	25
	Revision History .....	27
	Deleted Standing Rules and Procedures.....	27

# 100 – Membership

## Regular Members

The SAR is a "lineage" society. This means that each member has traced their family tree back to a point of having an ancestor who supported the cause of American Independence during the years 1774-1783.

An applicant for membership shall be sponsored by two members in good standing and he shall make oath that the statements in his application are true to the best of his knowledge and belief. If the application be approved by a State Society, an Officer of that Society shall send such application, together with the admission fee, to the Genealogist General, who shall examine the claims of the applicant for eligibility. No applicant shall be admitted to membership until the Genealogist General approves the application.

A Regular Member is age 18 or older who pays annual dues. Only regular members may vote and hold office in the SAR and receive the Patriot Magazine for free.

## Dual Members

### **DUAL MEMBERSHIP One membership in Another State and One in Florida**

A compatriot may establish membership in more than one state society by applying to the additional state society for dual membership. He must be a full, dues-paying active member in his home state in order to hold a dual membership in other state societies, but will continue to pay his national, state and chapter dues in his home state. He will pay the state and chapter dues only as a dual member in other states, and will not be reported to the National Society as a member on their rosters. He is eligible to be a delegate from his dual state or home state, but not both societies.

A member in good standing may transfer to any other state society, subject to the acceptance of that body.

Transfer forms are available from state societies, National Headquarters, or the NSSAR web site. The Transfer form is sent to National Headquarters for registration once it is signed by the secretary of the state society of current affiliation and the secretary of the state society to which transfer is desired.

**Application for Dual Membership:** A member whose primary membership is in one state, and his current dues have been paid, and wishes to apply for dual membership in the Florida Society shall complete the upper half of form and send to the Treasurer of the Chapter with whom he will affiliate in Florida with a check for State dues, and the prevailing Chapter dues. The chapter secretary sends the form and two checks to the FLSSAR Secretary. Refer to the [NSSAR website](#) for current forms and fee schedules.

Thereafter, the member must pay his National, State, and Chapter dues in his primary state; in Florida he must pay his dual membership State dues and Chapter dues.

## **Chapter Dual Membership Request -- Two Chapters Inside Florida**

The FLSSAR does not have an official form that is used for chapter level dual membership inside Florida. The request is made in the form of a letter/memo to the secondary chapter. Dual membership is encouraged, for it provides a member with great fellowship with additional members in the FLSSAR.

A sample letter/memo is available on the FLSSAR web site or from the FLSSAR Secretary. It includes the necessary information about the member in order to satisfy his request.

The Procedure Manual user must be reminded that this is used only for chapter level dual memberships inside Florida.

## **Junior Members**

A Junior member is defined as a male under the age of eighteen (18) who files the appropriate lineage and who has met the membership requirements of the Sons of the American Revolution and is required to pay annual dues. A Junior Member cannot vote or receive The SAR Magazine until he attains the age of eighteen years. The FLSSAR may send the Florida Patriot magazine to junior members age 16 and over.

## **Active Duty Members**

FLSSAR members who are engaged in active duty service to the United States Military shall be exempt from paying State dues.

## **Life**

Life Membership in the National Society is available to be purchased from NSSAR at a rate that depends on your age. See the NSSAR Handbook or NSSAR web site for details.

# **101 – Regions and Chapters**

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



# FLSSAR Regions and Counties

## NW Region

Bay  
Calhoun  
Dixie  
Escambia  
Franklin  
Gadsden  
Gulf  
Holmes  
Jackson  
Jefferson  
Lafayette  
Leon  
Liberty  
Madison  
Okaloosa  
Santa Rosa  
Taylor  
Wakullah  
Walton  
Washington

## NC Region

Alachua  
Baker  
Bradford  
Citrus  
Columbia  
Gilchrist  
Hamilton  
Hernando  
Lake  
Levy  
Marion  
Sumter  
Suwannee  
Union

## SE Region

Broward  
Dade  
Palm Beach

## NE Region

Clay  
Duval  
Flagler  
Nassau  
Putnam  
St. Johns  
Volusia

## EC Region

Brevard  
Indian River  
Martin  
Okeechobee  
Orange  
Osceola  
Seminole  
St. Lucie

## WC Region

Hillsborough  
Pasco  
Pinellas  
Polk

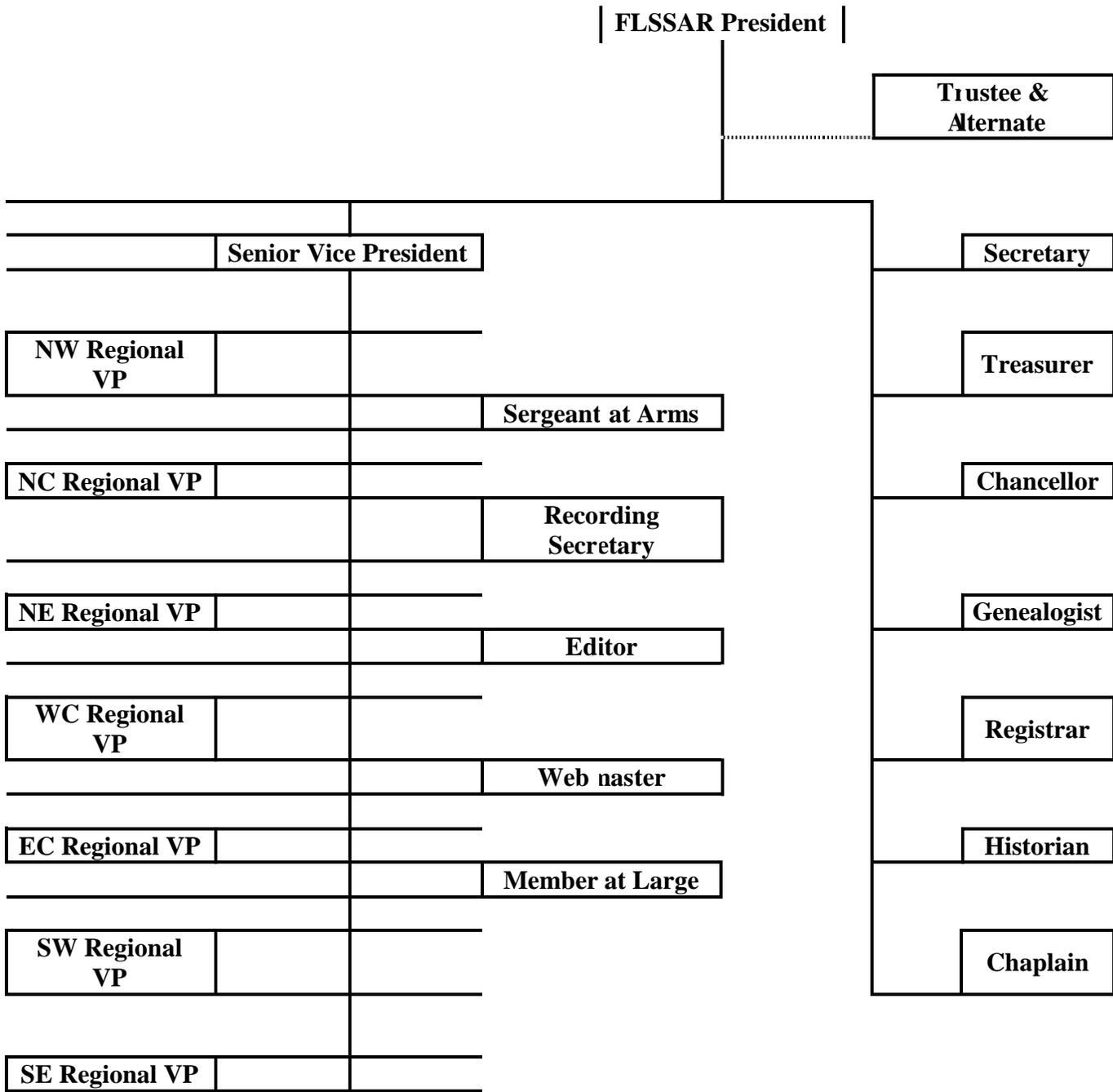
## SW Region

Charlotte  
Collier  
De Soto  
Glades  
Hardee  
Hendry  
Highlands  
Lee  
Manatee  
Monroe  
Sarasota

# FLSSAR Chapters (County/Region)

1	Aaron Snowden	(Santa Rosa/NW)	18	Miami	(Dade/SE)
2	Brevard	(Brevard/EC)	19	Naples	(Collier/SW)
3	Caloosa	(Lee/SW)	20	Ocala	(Marion/NC)
4	Central Florida	(Orange/EC)	21	Palm Beach	(Palm Beach/SE)
5	Charlotte	(Charlotte/SW)	22	Panama City	(Bay/NW)
6	Clearwater	(Pinellas/WC)	23	Pensacola	(Escambia/NW)
7	Daytona-Ormond	(Volusia/NE)	24	Saramana	(Sarasota/SW)
8	Emerald Coast	(Okaloosa/NW)	25	South Shore	(Hillsborough/WC)
9	Flagler	(Flagler/NE)	26	St. Augustine	(St Johns/NE)
10	Ft. Lauderdale	(Broward/SE)	27	St. Lucie River	(St Lucie/EC)
11	Gainesville	(Alachua/NC)	28	St. Petersburg	(Pinellas/WC)
12	Highlands	(Highlands/SW)	29	Tallahassee	(Leon/NW)
13	Jacksonville	(Duval/NE)	30	Tampa	(Hillsborough/WC)
14	Lake City	(Columbia/NC)	31	The Villages	(Lake NC)
15	Lakeland	(Polk/WC)	32	Treasure Coast	(Indian River/EC)
16	Lake-Sumter	(Lake/NC)	33	William Dunaway	(Jackson/NW)
17	Maj. John Devane	(Hillsborough/WC)	34	Withlacoochee	(Citrus/NC)

# 102 – BOM Organization Chart



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

OFFICE	OFFICE
President	Genealogist
Senior Vice President	Registrar
VP Northwest Region (Aaron Snowden, Emerald Coast, Panama City, Pensacola, Tallahassee, and William Dunaway)	Historian
VP North Central Region (Gainesville, Lake City, Lake-Sumter, Ocala, and Withlacoochee)	Chaplain
VP Northeast Region (Daytona-Ormond, Deland, Flagler, Jacksonville, and St. Augustine)	National Trustee
VP East Central Region (Brevard, Central Florida, St. Lucie River, and Treasure Coast)	Alternate National Trustee
VP West Central Region (Clearwater, Major John DeVane, Lakeland, St. Petersburg, and Tampa)	Sergeant-At-Arms
VP Southeast Region (Ft. Lauderdale, Miami, and Palm Beach)	Recording Secretary
VP Southwest Region (Caloosa, Charlotte, Highlands, Naples, and Saramana)	Editor "Florida Patriot"
Secretary	Webmaster
Treasurer	Member at Large
Chancellor	Parliamentarian

## 103 – President

- 1) The President will preside over meetings of the Florida State Society and the Board of Management.
- 2) The President shall indicate his willingness to attend all BOM meetings, District Meetings and all NSSAR meetings during the term of his elected office and advise the Nominating Committee of any hindrance that might prevent him from attending all BOM meetings and all NSSAR meetings during the term of his elected office and to physically reside in the State of Florida for no less than six months during each year the office is held.
- 3) He shall also perform such duties as ordinarily pertain to that office, including, without limitation, the submission of timely and pertinent information respecting the affairs of the FLSSAR to the membership thereof in whatever manner and at whatever intervals he shall deem appropriate.
- 4) Communicates to the general membership and to the National Society timely and pertinent information respecting the affairs of the State Society and may, where appropriate, delegate the communication to another member of the Board of Management which in most cases will be the FLSSAR Secretary & Treasurer. The President is the normal spokesperson for the Florida Society.
- 5) Provides general direction to all FLSSAR Committees that will comprise members from the Board of Management or from the general membership.
- 6) During his term in office, the President as often as practical, will visit the Chapters of the FLSSAR during their respective regular schedule meetings.
- 7) During his term in office, the President as often as practical will sponsor, support, encourage and/or participate in joint activities of the Daughters and Children of the American Revolution.
- 8) The President will determine the location of the scheduled Board of Management meetings as well as the Spring Annual Meeting. He will also determine the meeting locations of any unscheduled planning meetings or Society "brain storming" meetings and may request assistance from the Society's Regional Vice Presidents in obtaining information about the facilities for meetings in their respective jurisdictions.
- 9) The President may authorize and award certificates for service to the FLSSAR to FLSSAR members, nonmembers, organizations or activities.
- 10) He should also attend NSSAR and South Atlantic District meetings, Commemorative Ceremonies, such as Revolutionary War Battles and he should attend as many of the Society's Chapter meetings as possible during his term of office.

## 104 – Senior Vice President

- 1) The Senior Vice President, in the absence of the President, shall preside at meetings of the Florida State Society and of the Board of Management.
- 2) The Senior Vice President, shall indicate his willingness to attend all BOM meetings and all NSSAR meetings during the term of his elected office and advise the Nominating Committee of any hindrance that might prevent him from attending all BOM meetings and all NSSAR meetings during the term of his elected office and to physically reside in the State of Florida for no less than six months during each year the office is held.
- 3) He shall succeed to the Office of President in case of the resignation, death, or disability of the President, and he shall perform such other duties as ordinarily pertain to that office, that are not contain herein, and as are assigned to him by the President or by the Board of Management.
- 4) He will preside over and provide leadership to the Regional Vice Presidents in association with the execution their responsibilities.
- 5) He will coordinate the activities of the Regional Vice President's and will assist the President in evaluating the success of the FLSSAR's planned activities.
- 6) As the officer responsible for the creation and maintenance of the FLSSAR short and long range plans he may present programs and projects when appropriate, to the Board of Management for funding and approval.

# 105 – Regional Vice President

The Executive Committee, with the advice and consent of the BOM, shall determine the number of Regional Vice-Presidents necessary for the proper and efficient functioning of the FLSSAR and shall determine the boundaries of the various regions within which the Regional Vice-Presidents shall function.

## A. Duties: General Responsibilities

The duties of the Regional Vice Presidents (RVP's) are as follows.

The RVP will:

1. Provide assistance as needed to each Chapter within his region.
2. Determine the need for new Chapters within the Region and work with the New Chapter Development Committee to establish its/their boundaries.
3. Promote membership in SAR within the region.
4. Visit each Chapter at least once a year.
5. Perform other duties as requested by the President, the Senior Vice President, and the Board of Management.
6. Provide for communication from FLSSAR to the Chapters and voice Chapter concerns to the Executive Committee and the Board of Management.
7. Submit Quarterly reports to the BOM describing RVP visitations and service to Chapters – as well as information about chapter activities.

## B. Support: Materials Provided the RVP's

Upon election to office at the Annual Meeting of the State Society, the State Secretary will provide each RVP with computer links (or physical copies) to obtain current copies of the following materials:

1. The current FLSSAR Bylaws
2. The current roster of the State Officers (with full addresses & email)
3. The current listing of FLSSAR Committee Charters
4. Current Committee Chairs (with full addresses & email)
5. A map of Florida showing both Regions and Chapters
6. A current roster of all Chapter Officers (with addresses & email)
7. A supply of up-to-date FLSSAR letterhead and envelopes or templates.

## C. Specific Duties I: Assistance to Chapters and Compatriots

1. The Regional Vice President will provide effective communication between Chapters and the State Society.
2. Articulate Chapter questions and concerns to the State Society and provide timely responses to the Chapters.
3. Report relevant national, state, and regional news to the Chapters.

## D. Specific Duties II: Materials Furnished Chapters

The RVP shall ensure that each Chapter in his region (i.e., specifically, the president and/or the secretary) has a physical copy or computer link to the following:

1. The FLSSAR Bylaws
2. The FLSSAR Committee Charters

3. Rosters of state Officers and Committee Chairmen including their full addresses.
  4. Guidelines for Endowment Trust Fund disbursements that include:
  5. Authorized reimbursements
  6. Limitations on dollar amounts
  7. A copy of the application with specific instructions and rules for submission
  8. The criteria and protocol for all NSSAR medals, awards and certificates made by Chapters, including Chapter responsibilities for reporting awards.
  9. The procedures for reporting deaths of Chapter Compatriots to the State Secretary.
- E. Specific Duties III: Personal Involvement in Chapter Activities

The Regional Vice President must show an interest in, and be personally involved with, Chapter activities.

Note the following areas:

1. Chapter visitations: One annual visit is required; two visits are recommended.

## 106 – Secretary

The Secretary shall conduct membership and correspondence functions as listed herein, and shall perform such duties as ordinarily pertain to the office of Secretary. Maintenance of files herein described should include provisions for a back-up process, such as a Cloud back-up service. The Secretary shall:

- a. Maintain the file of digital duplicate applications; and, when received from the NSSAR, obtain the signature of the President on, and himself sign, the Certificate of Membership and forward it on to the new member's Chapter;
- b. Prepare and send all reports required by the NSSAR, including the annual reports together with the annual dues when due;
- c. Maintain files of annual chapter reports of membership; and maintain lists of present and former elected officers, members of the BOM, members of committees, and recipients of medals and awards;
- d. Maintain records of membership including mailing addresses, email addresses, on a current basis; and prepare, or cause to be prepared, mailing lists, email lists, or address labels as needed for the dispatch of correspondence, minutes of meetings, notices, and THE FLORIDA PATRIOT magazine;
- e. Prepare and dispatch meeting notices, newsletters, and reports to members, compose and dispatch special correspondence for the FLSSAR or the BOM; and send copies of resolutions or news releases to the media, public officials, or other outside persons or agencies;
- f. Order, and maintain stocks of stationery and other consumables; purchase stamps and arrange bulk mailing permits for correspondence, and THE FLORIDA PATRIOT magazine; and submit vouchers for payment of expenses incurred thereby;
- g. Sign documents for official certification; sign checks as authorized; arrange for bonding of officers as directed by the BOM; and maintain the archives of original records of the FLSSAR; including all corporate resolutions that are currently valid.
- h. Record and distribute to the members of the Executive Committee the minutes of all Executive Committee meetings in a timely manner.
- i. Maintain and/or develop procedures on the various functions of his office, so that the Society will have minimum disruption in business when new Secretaries are elected to this office.
- j. Will provide each RVP with a computer link (or physical copy) to current copies of the following materials:
  1. The current FLSSAR Bylaws
  2. The current roster of the State Officers (with full addresses & emails)

3. The current listing of FLSSAR Committee Charters
  4. Current Committee Chairs (with full addresses & emails)
  5. A map of Florida showing both Regions and listing Chapters
  6. A current roster of all Chapter Officers (with addresses & emails)
  7. A supply of up-to-date FLSSAR letterhead and envelopes or templates.
- k. Make timely report to the NSSAR of the Death of Compatriots from FLSSAR.

## 107 – Treasurer

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

1. Serve as Chairman of the Finance Committee; establish procedures to assure that expenditures conform to approved budget allocations, that they are vouchered, and that they are proper expenses of the FLSSAR; and shall receive, maintain custody of all accounting records, make all disbursements and report periodically on the status and trends of, all funds of the FLSSAR except the Endowment Trust Fund and the Operating Budget Trust Fund.
2. Reimburse approved expenses upon submission of properly documented vouchers.
3. Disburse funds as vouchered by the Editor or the Secretary for services or materials received by the FLSSAR under contract as authorized by these bylaws;
4. Prepare tax exemption forms or other forms, returns and reports required by Federal, State, or local laws;
5. Maintain current signature cards for depositories as necessary.
6. Establish and monitor procedures for annual reporting of the inventory, sales, and replenishment of medals, jewelry, insignia, and other non-consumable items purchased from NSSAR for resale to chapters or members;
7. Maintain a record of the name, location, and custodian of, and custody receipts for, items of furniture, office equipment, flags, amplifying and/or recording equipment, and other such property items owned by the FLSSAR including inventory of library books and documents.
8. Maintain and/or develop other procedures pertaining to this office which have not been identified herein, in order to minimize the disruption of business when a new Treasurer is elected to this office.

## 108 – Chancellor

1. The Chancellor shall be the legal advisor to the officers and the Board of Management on matters affecting or pertaining to the FLSSAR.
2. The Chancellor shall be a member of the Florida Bar in good standing or was in good standing at the time of his retirement and shall render an opinion on such questions of law or involving the Constitution and Bylaws of the Florida Society or of the National Society, as may be referred to him by any officer of the Florida Society, by any chapter of the Florida Society or by the Chairman of any Trust Fund of the Florida Society.
3. The Chancellor shall review resolutions and Constitution or Bylaw changes in accordance with such policies and guidelines as the Florida Society may establish.

## 109 – Genealogist

1. The Genealogist shall assist each chapter genealogist or other members in preparing prospects for membership in the FLSSAR.
2. He shall write and publish such materials as will in his opinion be helpful in meeting the requirements for membership in the Society.
3. He shall assist the Registrar when called upon to do so.

## 110 – Registrar

1. The Registrar shall examine all applications for membership and if found acceptable approve them and submit them to National Headquarters for final approval and registration. The registrar upon successful application examination shall also maintain a tickler copy until the application is approved by National Headquarters and forward a duplicate signature copy of all applications to be retained for the records of this Society by the Secretary. The Secretary shall keep a Register of the names and dates of election, transfer, resignation and death of all active members.
2. The registrar deposits locally all FLSSAR application related fees and dues using account deposit slips provided by the FLSSAR Treasurer. The Registrar forwards all NSSAR related application fees and dues by attaching the checks, in a sealed envelope, to the NSSAR application transmittal form submitted with the applications. The registrar does not have FLSSAR check writing/cashing authority.

## 111 – Historian

The Historian shall maintain a running history of the FLSSAR and do such historical research as may be assigned to him from time to time by the President or by the Board of Management including but not limited to the archival of digital FLSSAR material and records. Maintenance of files herein described should include provisions for a back-up process, such as a Cloud back-up service.

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

Important state archival material should be forwarded to the FLSSAR Historian when no longer in current use (preferably in a digital format) for filing in established digital archives. Archival material that is of importance to future members, researchers, applicants and historians should be preserved in a digital format for future use. Information that may be beneficial to our posterity is:

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

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

Please keep in mind that Archival is a task mostly performed by museums and their basements are full. If an item cannot be displayed or converted to a digital format by scanning or other means it should probably be discarded.

Chapter records have no place in the FLSSAR History files. That is why each Chapter should have a Historian.

## 112 – Chaplain

1. The chaplain shall open and close meetings of the Society with the usual and proper services for such occasions.
2. He should in all cases, when notified of such, send letters or cards of condolence to the family upon the death of a member.
3. Make timely report to the NSSAR Chaplain General of the Death of Compatriots from FLSSAR.
4. The Chaplain shall plan and conduct a Memorial Service for compatriots who died during the previous calendar year, at the Annual Meeting.

## 113 – National Trustee

The National Trustee shall:

1. Attend and represent the Florida Society at three regular National Board of Trustees meetings normally held in the Spring and Fall near the National Society Headquarters in Louisville, Kentucky and at the Annual National Congress.
2. Attends all district meetings during their term of office.
3. Report the actions of the National Society's Board of Trustees to the Florida Society Board of Governors at their Board of Management meetings and Annual Meeting.
4. Bring issues of importance to the Florida Society before the National Society Board of Trustees for their deliberations.
5. Work closely with the State President to maintain harmony between the State Society and the National Society.
6. A Trustee is expected to assume all duties and responsibilities of the office which requires considerable time and interest. The capabilities of a nominee and his availability to serve should be the prime factors in his election.
7. A Trustee is junior in rank to national officers, and senior to state President/officers at the national level. There is no expense allowance for Trustees. A National Trustee represents his state society at the national level, but his representation should be with the advice and consent of the state president and the state society. It is normal procedure, but not required, that the immediate Former State President serve as National Trustee, and that the office is frequently rotated.
8. For further description of duties refer to the NSSAR Handbook, Volume 2.

## 114 – Alternate Trustee

The Alternate Trustee shall:

1. In the absence of the National Trustee, perform the duties of the National Trustee. Please note: While not required, it is highly recommended that the Alternate National Trustee attend all National Society Board of Trustees' Meetings and District Meetings as well as the Florida Society Board of Managers' meetings.
2. Work with the National Trustee and State President to maintain and harmony between the Florida State Society and the National Society.
3. Assume the duties of the National Trustee in the event of death, disablement, or unwillingness to serve, on the part of the National Trustee.
4. No compatriot should accept the office of Alternate Trustee unless he is willing to actively assume all of the responsibilities and duties thereof. If he does not have the time, resources and interest to devote to the office, he should decline, and another nominee should be elected. The capabilities of a nominee should be the prime factor in his election.

## 115 – Sergeant at Arms

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

## 116 – Recording Secretary

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

## 117 – Editor

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

# 118 – Webmaster

The webmaster shall maintain and update the web page of the FLSSAR. The webpage will be an electronic method of communicating with the membership.

The Webmaster shall have the following duties and responsibilities:

1. Shall maintain and regularly update the FLSSAR website with information including, but not limited to, contact information for State Officers, a calendar of events and other items as directed by the State President.
2. Shall forward feedback and contact information received from the website to the State President.
3. Shall have computer skills necessary to accomplish the above duties.

# 119 – Member at Large Executive Committee

The Member-at-Large is elected annually and serves as a member of the Executive Committee.

The Member at Large (MAL) represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.

The MAL conducts projects to further the goals of the FLSSAR or to develop services for the membership. The MAL could serve as chair of any ad hoc committee formed to develop these projects.

The MAL contacts the chapter presidents asking for information they want addressed, listens to the membership, and communicate their issues, needs and interests to the Executive Committee.

1. Identify potential problems and opportunities.
2. Work effectively toward common goals as a team member.
3. Set objectives and develop action plans for selected and/or assigned projects. Duties of the Member-at-

Large:

1. Serves as a member of the Executive Committee
2. Attends all Executive Committee meetings
3. Attends all meetings of the organization
4. Meets deadlines
5. Coordinates relationships with chapter liaisons
  - a. Initiates contacts with chapter members
  - b. Personally Invites chapter Presidents/officers to BOM meetings Expectations of the

Member-at-Large:

1. Shares information and ideas from chapters with the Executive Committee
2. Assists Executive Committee as requested.

# 120 – Executive Administrator Position

The position has a term lasting until the Board of Management meeting closest to the FLSSAR Annual Meeting when the FLSSAR Executive Committee can vote to renew the applicant's term for another year, advertise for another candidate, or to eliminate the position.

The Executive Administrator should answer directly to the FLSSAR Executive Committee with requests by committee members for administrative assistance routed through the FLSSAR President.

The primary duty of the Administrator shall be to assist the FLSSAR President with scheduling of meetings, tutoring a new President with the consistency of administrative functions specific to the FLSSAR, construction of meeting agendas and printed programs, establishing scheduling blocks for BOM meetings, establishing protocols for the invitations of invited guests to any and all FLSSAR meetings, coordinate meeting room scheduling at BOM venues, post BOM registration forms and venue links on the FLSSAR website, and coordination and posting of preliminary and final versions of the FLSSAR BOM Proceedings book.

The Administrator will assist each FLSSAR President with gathering and compiling of statistics regarding membership growth, drops, transfers, deaths and any pertinent information usable in developing strategic planning by the Executive Committee, BOM, and the President for formulating meaningful and significant new or amended by-laws.

## **121 – Deputy / Assistant Officer Positions**

In addition to the aforementioned elected Officers of the Society, the President may appoint a Deputy / Assistant Secretary, a Deputy / Assistant Treasurer and such additional Deputy / Assistant Officers as deemed desirable.

The Appointment of a Deputy / Assistant Officer is subject to confirmation by the Executive Committee (by phone conversation, email or letter), with formal confirmation by the Board of Management at the next scheduled meeting.

Each Deputy / Assistant Officer so appointed shall assist the Officer to whom he is assistant in the performance of such Officer's duties, shall have and exercise the requisite powers, shall have such further powers and duties as may at any time be prescribed for him by the Board or by the Officer to whom he is Deputy/Assistant, and in the absence or disability of the Officer to whom he is assistant shall have and exercise such Officer's powers and duties.

## **122 – Vice-President General South Atlantic District**

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

No compatriot should accept the office unless he is willing to assume all the inherent responsibilities and duties. The office requires considerable time, effort, traveling and expense. The interest of the Society must take precedent over the personal aspirations of any member. The prime factor in selection of a nominee should be his SAR experience, knowledge, ability and previous performance. There is no budgeted expense allowance for the VPG.

Vice Presidents General should confine their duties to their district, except when requested by the President General, and concentrate on state and district concerns.

Exceptions are:

- The VPG is concurrently a National Society chairman of a committee and required to coordinate a national program with all of the states.
- The VPG is under special instructions from the President General or Executive Committee. Please see the NSSAR

Handbook for the duties of the Vice President General.

## **123 – Fund Management**

### **FLSSAR Endowment Trust Fund:**

Established as a permanent instrument for gifts and contributions to the FLSSAR for patriotic, historical, and educational and charitable purposes.

Tax deductible contributions may be sent to the FLSSAR Treasurer by individuals, chapters, etc. for transmittal to the Board of Trustees of the Florida Society Endowment Trust Fund. \$1.00 is contributed from the State dues each year for this fund, paid after the Annual Report is submitted to National.

The Endowment Trust Fund was established by the Florida Society of the Sons of the American Revolution Inc. in 1972.

The Trust is governed by the elected Trustees in compliance with its legal documents.

### Operating Budget Trust Fund

Established as a permanent instrument for gifts and contributions to the FLSSAR for budgetary purposes.

The Operating Budget Trust Fund was established by the Florida Society of the Sons of the American Revolution Inc. in 1991.

The Trust is governed by the elected Trustees in compliance with its legal documents.

# 124 – Resolutions

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

1. All Resolutions must be presented to the Executive Committee prior to the BOM/Annual Meeting.
  - a. It must be presented in written form and can only be changed by amendment.
  - b. The Chancellor shall review the Resolution to assure that it is in proper form.
  - c. If acceptable, the Resolution will be published in the Proceedings for the Meeting.
  - d. Under NEW BUSINESS, the Resolution will be presented to the membership.
  - e. The Secretary will read the Resolution to the Membership.
  - f. After discussion, if it is to be amended; the Executive Committee will reconsider the Resolution and Amendments for consideration at the next scheduled meeting.
  - g. If no amendments are added, the membership will vote on the Resolution.
  - h. If affirmed by the membership, the Resolution will be printed in its entirety in the final version of the Proceedings.
2. If there is need for an emergency Resolution, it still must be presented in writing to the Executive Committee at the Meeting.
  - a. The Chancellor shall review the Resolution to assure that it is in proper form.
  - b. The author shall provide copies of the Resolution to the members in attendance.
  - c. If acceptable the Resolution, under NEW BUSINESS, the Resolution will be presented to the membership.
  - d. The Secretary will read the Resolution to the Membership.
  - e. After discussion, if it is to be amended; the Executive Committee will reconsider the Resolution and Amendments for consideration at the next scheduled meeting.
  - f. If no amendments are added, the membership will vote on the Resolution.
  - g. If affirmed by the membership, the Resolution will be printed in its entirety in the final version of the Proceedings.

# 125 – Expenditures and Contracts

- a. No member or officer shall commit FLSSAR, Inc. funds for any project, contract or agreement without prior approval of the Executive Committee at a regular or called meeting
- b. Before payment by the Treasurer, all major invoices (over \$1,000.00) are required to have signature approval, by the President, or the Senior Vice-President in the absence or disability of the President. Email approval to the Treasurer is acceptable.
- c. All contracts or agreements made on behalf of the FLSSAR, Inc. must be signed by the President and the Secretary and copy of the signed contract shall be kept in the files of the Secretary.
- d. The Chairman of any affected committee that may need a binding contract signed shall forward same to Secretary for signatures required.

# 126 – Web Site

The FLSSAR Webmaster is not the sole owner of the FLSSAR website or the material contained on it. This means that no copyright is allowed unless it is specifying original articles, poems, graphics or materials. In addition to the FLSSAR webmaster, at least one other member of the Florida Society should have the information and codes necessary to access the FLSSAR website in the case of emergency.

The FLSSAR website should, at a minimum, contain the following elements:

- a. Officer's Page
- b. Member's section
- c. Committee section
- d. Calendar of events
- e. Online Newsletter
- f. Chapter or State Society Activities/Photos
- g. Meeting Information/Facts
- h. Application Worksheet
- i. Links to NSSAR/NSDAR/NSCAR

The FLSSAR website should be easily navigated, uncluttered, targeted to its audience, have an attractive and professional look, and provide current and timely information.

The FLSSAR website should promote the SAR in a positive manner. The following things should be avoided at all times:

- a. Anything that could potentially violate the Society's 501(C)(3) tax-exempt status. These kinds of activities would include endorsing a specific political candidate for office, endorsing a specific political party, or promoting commercial activities or linking to commercial websites.
- b. Displaying any personal information about a Compatriot that could potentially lead to identity theft without his written permission.
- c. Displaying the names, photographs, or addresses of anyone under the age of 18 without the specific written consent of the parent or legal guardian.
- d. Criticizing SAR, allied organizations, or individuals.
- e. Doing anything that violates the standards of good taste.

Any Chapter may continue to have their web presence within the FLSSAR website or, if they desire to create their own website, they will be assisted as needed by the "Technology Advisory Committee."

# Procedures

## Table of Contents

500 – Rules of Protocol.....	26
501 – Annual Meeting .....	29
502 – Registration and Hospitality Room .....	29
Deleted Standing Rules and Procedures .....	32

# 500 - Rules of Protocol

## FLSSAR Rules of Protocol

### NSSAR/FLSSAR RULES OF PROTOCOL

#### General

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

#### SAR Pledges

##### Pledge of Allegiance

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands; one Nation under God, indivisible, with Liberty and Justice for all.

##### Pledge to the SAR

We, the descendants of the heroes of the American Revolution, who by their sacrifices established the United States of America, reaffirm our faith in the principles of Liberty and our Constitutional Republic, and solemnly pledge ourselves to defend them against every foe.

##### SAR Recessional

Until we meet again, let us remember our obligations to our forefathers who gave us our Constitution, the Bill of Rights, an independent Supreme Court, and a Nation of Free Men.

#### Ranking of Officers

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

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

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

The ranking of State officers is as follows: President, President Elect (Only at the Installation Banquet), Senior Vice President, Vice Presidents, Secretary, Treasurer, Chancellor, Genealogist, Registrar, Historian, Chaplain, National Trustee, Alternate National Trustee, Sergeant at Arms, Recording Secretary, Editor, Webmaster, Member at Large Executive Committee, former National officers, and former State officers. The ranking of State officers may be used as a guide for Chapters.

#### Ranking of Officers at Florida Society Functions:

When National Society officers and State Presidents and/or officers of other organizations are present at SAR functions, the office held and the organizational date of the respective society may determine their ranking.

State Society President  
President General  
Governor of State, or his Representative United States Senator  
United States Congressman Mayor of City  
Former Presidents General  
National SAR Officers in order of seniority Visiting  
State Society Presidents  
Active Florida Society Officers Former  
National Society Officers  
National Presidents of other organizations State  
Presidents of other societies

## Seating Arrangements at Florida Society Functions:

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

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

## Greetings and Recognition

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

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

## Dress Code

BOM business and committee meeting may be business casual to informal dress.

Informal banquet dress includes the Bravo Uniform, business suit or sport coat/blazer. The SAR rosette should be worn with the Bravo Uniform, a business suit or sport coat/blazer. The SAR blazer patch is worn only on a Bravo Uniform.

On informal occasions when business suits or blazers are worn, Society officers may wish to wear neck ribbons to indicate past or present office. SAR custom has been to wear full size medals with Bravo uniform and business suits at SAR meetings. Other decorations should be avoided on such informal occasions.

Our standard Board of Management Banquet is classified as informal.

The Florida Society formal occasion is our annual meeting, where we have our Installation Ceremony for Officers. The invitation and/or program will specify the dress, i.e., "black tie", "white tie", or "black tie or white tie". In the latter case, when either is acceptable, officers especially are encouraged to wear white tie dress. In addition, the invitation may specify, "with decorations", or, "with miniature medals", and members may wear the insignia, including the broad sash and miniature medals. The rosette is not worn with formal dress. Custom suggests that a white dinner jacket may be worn between Memorial Day and Labor Day (in most parts of the U.S.).

Military or civilian period clothing is appropriate for both informal and formal banquets.

## Wearing Medals:

The NSSAR Color Guard in July 2011 voted to allow the State Color Guard Commander to have the authority to allow or disallow the wearing of medals by Color Guard members in his Brigade. The Color Guard Commander in charge makes the final decision on the permission to wear medals on the Color Guard uniform during SAR internal events such as chapter, state and national meetings where the general public is not present. Therefore the Color Guard Commander makes that decision for all state meetings where the general public is not present. His decision for the color guard will also be in effect for other compatriots in uniform at all state meetings. Color Guard Commander Phillip H. Tarpley in August 2011 with the members support ruled FLSSAR Color Guardsmen could wear their medals (no miniature's) if desired under guidelines set forth by NSSAR policy. The members are to follow NSSAR protocol for placement of medals.

## Requests for Visits By The President General

Please refer to NSSAR Official Handbook Volume II: History, Organization and Protocol and follow the section "Requests for visits by the President General."

Requests for visits by the President General should be made:

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

President General to allow the best coverage and to minimize travel duplications.

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

## **Requests for Visits by the State President**

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

## **United States Flag Protocol**

For Flag Protocol, please refer to the document on the Sons of Liberty Florida Brigade.

# **501 – Annual Meeting**

This is usually a two-day affair:

Friday is for Registration, Executive Committee Meeting, Regional Vice President's Meeting, Board of Management Meetings, Social Hour, Color Guard Presentation, Dinner and Awards Banquet.

Saturday is set aside for the Memorial Service, the youth recognition luncheon for Oratory, Essay, Eagle Scout and ROTC representatives, in addition to the Annual meeting.

Saturday evening is the Social Hour, Color Guard Presentation, Annual banquet followed by Patriot Medal presentations and Installation of Officers. Patriot Medals are the only awards presented at the Annual Banquet.

The President General and Vice President General South Atlantic District are normally invited and are requested to address the membership at the Annual Banquet.

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

# **502 – Registration and Hospitality Room**

## Overview

The Regional Vice Presidents are assigned as of 2012 on a rotating basis the responsibility to oversee the chapters of his region in a joint effort to function as a welcoming committee. The first duty is check in the registered members, all guests, and un-registered members who may attend. The registration spreadsheet must be e-mailed by the FLSSAR Meeting Arrangements – BOM Committee on Wednesday night to the RVP, Secretary, and Treasurer. Hard copies of the spreadsheets are to be provided to the RVP on Friday morning including all checks received to date. The registration table, therefore, will have the final registration spreadsheet(s) list(s) of those registered, their guests, meals selected and if money is owed, collect and record same on the spreadsheet including check numbers or note cash payment. When all registered members, special guests, etc., of the BOM are accounted for, the attendance spreadsheet(s) and all funds must be delivered in person to the State Treasurer.

### **A. Regular or Special BOM Weekend**

1. The registration desk personnel have the responsibility of providing the BOM Proceedings (Blue Book), meal tickets, table signup sheets, meeting schedule, and any other informational items.
2. The opening hour for the Friday check-in is 10:30AM unless otherwise scheduled.

3. Be it understood that some hotels only permit foodstuffs to be provided by the hotel. Therefore, any reference to FLSSAR chapters bringing food to the BOM events is understood to be meant for those hotels that allow such outside food to be provided. References to a Hospitality Room are applicable if the BOM event contract makes a provision for such a room. Typically, such contract provisions are done at an added expense. It is recommended that Donations will be required of those consuming the food to help offset the expense.
4. If permitted by the hotel, we recommend that the chapter members and member's wives assisting the RVP on Friday of a BOM should only have finger foods that each chapter in the region can donate. Recommended items include crackers, cheese, chips, pretzels, nuts, and cookies. We do not recommend purchasing packaged luncheon meat and cheese, etc., to set out for making sandwiches, if reimbursement from FLSSAR is expected. FLSSAR will not accept the invoice for such items. Members and chapters for the Hospitality room often donate sandwich platters. The chapters may also donate a mix of soft drinks, juice, and two to three cases of bottled water. If a sufficient amount is not donated the RVP may authorize purchase of same including regular and decaf coffee, etc., and be reimbursed by FLSSAR along with any non-food supplies invoiced. Liquor, beer and wine is not to be provided by FLSSAR but may be brought to the hospitality room by members for themselves or to share. The RVP should make sure the donation box with sign above it stating (food and drinks are not free) is on the food table where it is easily viewed.
5. The Hospitality room should close at 3 PM for the BOM meeting and open only after the evening banquet and close no later than 11 PM unless otherwise scheduled.
6. On Saturday morning, the RVP can decide if a need for regular and decaf coffee and juice should to be served as well as breakfast items such as Danish, donuts or bagels that are left over from Friday. If not, the none food supplies are packed in supplied FLSSAR containers and the RVP responsible for next BOM takes charge of the containers and provides personnel that will store the same in a proper and safe storage area. Food supplies including sodas are not to be stored because of the heat in Florida and time between meetings. Offer these items to the members from the chapters that donated them first.
7. RVP in charge of the current BOM should make sure all FLSSAR items are in containers and ready to be transferred to the next RVP and removed by Saturday morning.

**B. BOM and Annual Meeting weekend.**

1. Same requirements apply as stated in (A) above except as stated in (B) 2 and 3 below.
  - (a) If members are only registered to attend Saturday's BOM and Annual meeting events, the RVP is to provide early registration personnel at 8:30 AM and deliver the 2nd spreadsheet with those names and funds collected to Treasurer when completed.
2. On Saturday morning, sufficient regular and decaf coffee, juice and breakfast finger food such as Danish, donuts, croissants and mini bagels with cream cheese should be provided by 8:30 AM.
3. Food safety must be observed when placing perishable items on food table. Arrange to have bowls or trays of ice for sitting containers of perishable items on. Do not put out all perishable items out at once. If available, use a refrigerator to store perishables and beverages. Most beverages can be placed in a container of ice if supplied by the hotel instead of the refrigerator during the day.
4. Hospitality room on Saturdays of Annual Meetings should be open longer during the day as wives, members and guests may wish to visit and socialize while meetings are not scheduled. It should close at 4 PM and open only after the evening banquet and closed no later than 11 PM.
5. RVP in charge of the current BOM should make sure all SAR items are in containers and ready to be transferred to the next RVP and removed by Sunday morning.
6. When we hold meetings at a hotel that restricts FLSSAR from bringing in our own hospitality food and beverages, the Florida Society will purchase from the hotel hot and cold beverages as well as snack foods as needed. Donations will be required of those consuming the food to help offset the expense.

# **Revision History**

<b>Date</b>	<b>Description</b>
January 12, 2013	Creation
May 14, 2016	Revised RULE 100 – MEMBERSHIP Chapter Dual Membership Request – Two Chapter Inside Florida Delete ban against holding office. Added 120 - Executive Administrator Position

# **Deleted Standing Rules and Procedures**