

OFFICIAL PROCEDURE AND PROTOCOL

National Society
Daughters of the American Revolution

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Revised July 2013

PROTOCOL

PROTOCOL may be defined as the ceremonial forms and courtesies which are established as proper and correct... or as the proper etiquette for recognizing and honoring those in positions of leadership.

The fundamental principles of protocol are dictated by ethics, courtesy, good manners and common sense. It is difficult to foresee all possible situations which may arise, but in general, the procedures set forth here should be followed by officers and members of the National Society Daughters of the American Revolution.

The following protocol for receiving lines, processions and seating at DAR functions has been prepared and revised through the years by committees of Honorary Presidents General and others, with knowledge of the rules and customs of the Society and with advice from the Protocol Division of the United States Department of State.

PROTOCOL

The President General is the highest ranking officer of the National Society. She is the honored guest at any DAR function and should always be given the place of honor. Should the President General designate another National Officer as her **official representative** for the event, that officer is accorded the place of the President General.

The State Regent is the highest ranking officer in her state and recognition as such should be accorded her. She outranks a Vice President General in her state. Next to the State Regent in a state society or organization are the Honorary Presidents General, National Executive Officers, Vice Presidents General and Honorary Vice Presidents General. However, at DAR Schools or DAR School events, which are considered national in scope, it has long been customary for the National Chairman of the DAR School Committee to rank just below the President General and for Honorary Presidents General to outrank the State Regent.

In respect for the sash, members should rise when the President General and/or the State Regent are presented and also at the entrance of the processional. If the President of the United States and/or the Governor of the State is present, the audience should rise when he/she is introduced or when communications from either of them are read. Members should also rise during the reading of the official greeting from the President General to a state conference, but it is not necessary to stand when the President General's message from the *Daughters* newsletter is read at a chapter meeting.

At Continental Congress the state delegation should rise briefly when the State Regent comes forward to give her report and at the Memorial Service when the state is called. At State Conference the chapter delegation should rise briefly when the Chapter Regent is called upon for her report and at the Memorial Service when the chapter is called. When a State Regent is introduced as one of a group of State Regents present, as at DAR School functions, it is not necessary for a member in attendance to rise when the State Regent of her state is presented.

When active national and state presidents of other organizations and other outstanding personages are present **by official invitation** at DAR gatherings, their places may be determined by the current offices held or by the chronological dates of the founding of the respective organizations. In cases of perplexing decisions, an alphabetical sequence using names of organizations may be followed for visiting dignitaries.

Each person honored by placement in a receiving line assists in hosting by assuming the duty and courtesy of introducing persons passing along the line to the individual standing next to her.

When there are many members and guests waiting to speak to those in a receiving line, such members and guests might choose to enter the reception area and enjoy camaraderie and refreshments until there is an opportunity for them to go through the receiving line. It is recommended, for the benefit of all involved, that a receiving line should not be very long and that trained hostesses and pages should be assigned to help move the guests quickly and politely along the line. This is not the appropriate time to visit. Greet an individual and immediately introduce her to the next person.

Members are allowed two pins per sash, one at the shoulder and another at the hip. The exception to this rule is the President General who may wear whatever she chooses.

Order of Precedence

It is hoped that the correct placement of officials for receiving lines, processions and seating at DAR functions will be facilitated by carefully following the DAR Order of Precedence as set forth below. (For seating in the state box, see section below “Seating in the State Box in Constitution Hall.”)

If the President of the United States or a Cabinet Officer is present at a DAR event, he/she should be given the place of highest honor followed by the National Society’s order of precedence.

The official order of precedence for any DAR function is based on current rank or position with elected before appointed officials. **The first position is held by the hostess or person presiding.** For example: At the chapter level this is the Chapter Regent; at the state level, the State Regent; at the national level, the President General. When a national or district chairman presides at a meeting or a meal function she is considered the hostess.

Person presiding, if not the State Regent

State Regent

President General *or her official representative*

Governor of hostess state *or his/her official representative*

United States Senators and Congressmen

Mayor of hostess city *or his/her official representative*

County Executive

Chief Speaker

Honorary Presidents General in order of seniority of service (An exception to this order might be to allow the Honorary President General to stand first in this group in her own state to introduce the other Honorary Presidents General)

National DAR Officers in order of official listing (Executive Officers followed by the Vice Presidents General. A Vice President General may be permitted to be ahead of the other Vice Presidents General in her own state to introduce those from other states.)

Honorary Vice Presidents General

Minister who offers the Invocation or Benediction¹

State Senators and Representatives

Honorary State Regents or Ex-Regents of hostess state in order of seniority of service as State Regent²

Past National Officers (who have not served as State Regent)³

Visiting State Regents, alphabetical according to state. (Some states may wish to intersperse these among the Honorary State Regents for a more hospitable effect.)

Active State Officers of the hostess state in order of official listing in bylaws

National presidents of other organizations and other outstanding personages. (If present by official invitation at DAR gatherings, their place is determined by the current office held or by the chronological date of the founding of respective organization. In case of perplexing decisions, use an alphabetical sequence by name of organization.)

DAR National Chairmen⁴ (alphabetical by committee name per designated committee category: 1) standing, 2) special, 3) administrative, and 4) congressional, as listed in the National Directory.)
 DAR National Vice Chairmen National Advisory Board Members District Directors (elected or appointed)
 State Chairmen (national committees, state level committees) State Vice Chairmen (same as State Chairmen)
 State presidents of other organizations and other distinguished guests (These may be interspersed among the DAR National Chairmen or Vice Chairmen of the hostess state to be more hospitable.)
 Hostess Chapter Regents
 Visiting Chapter Regents (alphabetical by chapter name)

The above order of precedence for the National Society was established with the assistance of the State Department of the United States and is used for DAR functions, on all levels, as a guide for determining placement in receiving lines, seating, processions and for introductions. Receiving lines should be as short as possible. Honored guests should never have to stand in line for refreshments. **NOTE: It is not necessary to include every one** of the above individuals in a receiving line, processional, special seating, or introductions. However, if you include one individual from a category listed above, it is appropriate to include all others within that category. For example, if you include one National Chairman in a receiving line, all other National Chairmen present should also be included.

Exception: At a state meeting, official out-of-state guests, not in the categories of visiting State Regent or above, are placed just after the visiting State Regent category, according to rank.

¹If the person giving the Invocation or Benediction is not a Minister, he/she should be assigned an appropriate place at the head table or on the platform.

²Honorary State Regents are always ranked in the order of their seniority of service, even if they are a Past National Officer. However, in the state box in Constitution Hall a Past National Officer ranks above the Honorary State Regent who has not served in a national office.

³Eligibility to serve as a National Executive Officer does not require the member to have previously served as a State Regent. It is an honor to be elected as a member of the National Executive Committee and all National Officers should be given the appropriate recognition. In accordance with her National Office, the past Executive Officer should be introduced in her state after the Honorary State Regents and before the State Officers.

⁴When there is room in the state box during Continental Congress, the State Regent might extend a courtesy to National Chairmen from her state, by inviting them to sit in the state box. During state conferences in their home states, National Chairmen may be included in the receiving lines. If space is available the National Chairmen may be seated on the platform and be introduced. Their names and committees may be printed in the conference programs. At district and chapter DAR functions in her home state a National Chairman may be seated at the head table if space permits, or at a special table. National Chairmen should be listed in their respective state yearbooks. National Vice Chairmen of National DAR Committees, ranking just below National Chairmen, may be similarly recognized as space and circumstances permit.

SPECIAL NOTES FOR STATE CONFERENCES

The order of precedence for the National Society was established with the assistance of the State Department of the United States and is used as a guide for all DAR functions. However, it is recognized that State Conferences seldom have the officials listed in the all-inclusive order of precedence. To assist in planning the seating for the business meetings and meals at State Conferences, the following guides are offered.

At business meetings and meals the State Regent is seated to the right of the podium, or in the center if there is no podium. When someone other than the State Regent is presiding, the State Regent sits to the right of the one who is presiding.

The President General or her official representative is seated to the right of the State Regent.

After the seating of the State Regent and the President General or her official representative, alternate left to right the seating for all others. Follow the protocol of the official listing: Honorary Presidents General by seniority of service; National Executive Officers by official listing; Vice Presidents General by class and rank within the class; Honorary Vice Presidents General by seniority of election; visiting State Regents in alphabetical order by states; Conference guests who hold national chairmanships, in order of listing in the Directory; Conference guests who hold national vice chairmanships, in order of listing in the Directory; Honorary State Regents by seniority of service; State Officers by official listing.

For business meetings the State Parliamentarian is seated directly behind the State Regent, if the platform is wide enough. If the platform does not permit safe seating behind the State Regent, the State Parliamentarian may be seated to the left of the podium, in which case she is considered part of the center (podium) and does not influence the alternate seating for others. For meals, the State Parliamentarian has a reserved seat after State Officers.

Personal Pages are usually seated behind the Daughters they are serving. If this is not possible, Personal Pages should have reserved seats that assure they are available to the individuals they are serving. For meals Personal Pages, if present, should be seated near those whom they are serving.

Consideration of others and courtesy to all assure the smooth presentation of protocol.

Processionals

Leading formal processionals should be the Flags, carried by Pages: first, the Flag of the United States of America, followed by the State Flag and the DAR Banner; or, if all three are together, the Flag of the United States should be at the right of the other two; or, if in the center, the Flag of the United States should be higher than the other two, the State Flag on its right and the DAR Banner on its left.

The order of precedence for those in the processional is the reverse of that for receiving lines except for the Parliamentarian, who should be at her place before the processional begins. In the National Society the President General enters last; in the state the State Regent is last; and at chapter meetings the Chapter Regent is last.

The State Regent makes the decision on whether or not gloves will be worn in the processional and/or in the receiving line. If gloves are worn they should be white and should be worn on both hands. The right hand glove is removed just before the Pledge of Allegiance to the Flag of the United States of America and the right hand remains ~~ing~~ ungloved through the singing of “The Star-Spangled Banner.”

At a banquet if the processional is single file, the person seated at the far end of the head table leads and others follow in the order seated at the table, except the President General is at the end of the line for national functions and the State Regent enters last at state functions.

If entering two abreast, those to be on the left side of the table (facing audience) should be on the right side in the processional. Pages should be instructed to assist those in need of help at the stairs.

When retiring, the State Regent goes out first at state meetings, followed by the others in reverse order of entering.

Seating—Meal Function

Seating at a head table is planned by using the order of precedence as if standing behind the table facing the audience. The hostess or the individual presiding is seated at the center of a head table or immediately to the right of the center if a lectern or microphone is on the table.

The highest-ranking guest is seated to the right of the hostess, the second highest to her immediate left; and on down the line alternating right and left. If the President General is present at state functions, she should be to the immediate right of the State Regent. If there is no room at the head table, use a second head table and/or special tables at the front of the room for Honorary State Regents of the hostess state. If there are too many National Chairmen and National Vice Chairmen for the main or second head table, these may be seated at a third head table or a special table on the floor. If there is not room for the hostess chapter regents at one of the head tables, they may be seated at a special table on the floor.

When business is to be conducted, it is sometimes necessary for officers, such as the Recording Secretary and/or the Parliamentarian, to be seated at the head table out of sequence.

Seating Diagrams

In arranging seating it is practical to use a diagram. All seating diagrams for head tables and platforms should be made facing the audience. At business meetings the presiding officer is seated in the center, or to the right of the podium. The President General or her official representative is seated to the right of the presiding officer. At state functions, the State Regent is seated to the right of the presiding officer, and then, the President General or her official representative is seated to the right of the State Regent.

For convenience the Recording Secretary may be seated at a table to one side or off the platform. In this instance, care should be taken to ensure that the Recording Secretary can both see and hear the presiding officer.

The other elected officers should be seated at the head table according to their office as listed in the bylaws, except the Recording Secretary and Parliamentarian. For a small chapter meeting this is not always possible, nor is it necessary.

Place cards at tables, with name and title on both sides, or “seat cards” on platforms should be placed while standing behind table or chair so that right and left are not confused.

For seating diagrams it is helpful to use a ruled tablet. Leave a margin of about 1-1/2 inches on left side of tablet and draw the table on the left side, with an arrow from table toward “audience” so indicated. As if standing behind table, or if platform behind chairs, indicate podium in center and mark “right” and “left” on table or platform. Write the name of the presiding officer in the first place to right of podium, which on the tablet will be the first line below the two center lines used for the podium. If 14 are at the table or in each row on platform number the lines above the name of the presiding officer 1, 3, 5, 7, 9, 11 and on the left side lines above the podium 2, 4, 6, 8, 10, 12, 14. The number 13 would be omitted because the presiding officer makes the seventh on that side. Write the names of the guests in order of rank on the numbered lines. On the right side of the tablet numbers may be listed in sequence and the names of guests to be seated at the table or on the platform written in order of rank. This also is helpful for those seating the guests.

On a platform with several rows, draw lines on diagram across from aisle to each side to indicate rows and place names right to left in order of rank.

For introductions a separate list should be made with full names and titles in order of rank or group which may not be exactly as seated. This list should be double-spaced for easy reading and possible insertion of names of unexpected guests who may have to be seated out of place. When introducing the head table, do not say “on the right” or “on the left,” as this is indicated by looking in that direction. Always indicate places for personal Pages near those they will serve.

Seating—in State Box

Seating in the state box in Constitution Hall follows the order of precedence for national DAR functions. As the highest-ranking officer in her state, the State Regent is given all of the box seat tickets for every meeting in Constitution Hall during Continental Congress. If she wishes, she may delegate to the State Vice Regent or another state officer, the responsibility for distributing the tickets according to her wishes.

The correct tickets should be given to each individual invited to sit in the state box in advance of the session. Occasionally, it may be necessary to schedule a change of occupants during a session, for example, during the reports of the National Chairmen. In this instance all changes should be scheduled and completed while “the doors are open,” so the meeting is not interrupted.

The State Regent should sit in the state box as often as possible; while the State Regent has her choice, the seat nearest the platform is considered the seat of honor. If the

State Regent is absent or not planning to be present, the State Vice Regent should occupy the place of honor in the state box. This is particularly true when the State Regent gives her report. When neither the State Regent, nor the State Vice Regent is in the box, the next highest-ranking member of that state occupies the seat of honor. A past National Executive Officer ranks above both Past Vice Presidents General and Honorary State Regents who have not served as a National Officer. This is true whether or not the Past Executive Officer is also an Honorary State Regent; therefore, the Past Executive Officer should be seated next to the State Regent, unless a current National Officer is present in the box . If a state has two or more past National Officers they should be seated according to rank of office held.

The State Regent should invite the Honorary State Regents of her state to sit in the box, especially for evening programs. Places should be provided in the boxes for National Officers and Honorary National Officers at times when the platform must be cleared.

Individuals honored by being asked to sit in the box should observe the rules of courtesy: be on time, observe the rules of protocol in seating and plan to remain in the box until excused by the State Regent or the session is adjourned.

Platform Protocol

Members and guests who will be seated on the platform at Continental Congress assemble in the President General's Reception Room at least twenty minutes before the time of the program. Pages take their bags, programs or other personal items and place them on the designated chairs. As the time for their entry approaches, they are met at the door by Pages who escort each to the Platform Committee, a member of which escorts the person to the proper seat. If it is necessary for a member or guest to leave the platform she raises her hand and a Page escorts her to a member of the Platform Committee. The Pages provide cups of water when needed, and deliver messages as requested. No one walks in front of the President General. The Honorary Presidents General are seated to the front of the Platform and the Executive Officers are seated behind the Honorary Presidents General.

Those on the platform are under the scrutiny of every person in the Hall and each is expected to exhibit the dignity, manners, and decorum of her leadership position. Her presence on the platform is evidence of her position in the Society.

The Official Sash

Daughters who have served or are serving on the National Board of Management by virtue of an elected office are entitled to wear a sash. The sash should not be longer than hem length and is worn over the right shoulder and under the left arm. A member may wear no more than two pins on a sash—one to secure the sash on the right shoulder, and one to fasten the sash at the left hip.

As a sign of respect for the sash, Daughters should rise when the President General is presented; and at State functions, for the State Regent when she is presented. At

Continental Congress Daughters stand when their State Regent comes forward to give her report.

The sash is worn at DAR functions and when the Daughter is officially representing the Society. Like DAR pins, the sash is never worn in public places or on the street. It is not worn over coats except suit coats. It is not worn with slacks or pant suits. (The official insignia ribbon with pins and bars may be worn on a pants suit. Official sash is not to be worn with a pants suit. Adopted, June 9, 1978, Executive Committee Meeting.)

At social events, such as teas and receptions, the sash is not worn unless requested by the hostess. Those in a receiving line at a DAR function usually wear the sash.

During Continental Congress and State Conferences, the sash is worn for all DAR events.

READING THE SASHES

Each sash worn by a Daughter designates a specific office: active, honorary or past. We can read a sash to determine if the wearer is a member of the National Board of Management, a voter at Continental Congress by virtue of office or a past member of the National Board of Management.

There are four different widths for a sash. The President General's sash is the widest, 5 inches. The remaining eleven executive officers wear 3-1/2 inches wide sashes. The sash worn by each of the 21 Vice Presidents General measures 2-1/2 inches in width. And, the sash of a State Regent is 1-1/4 inches wide. The sash worn by a State Regent is the same as the ribbon on which the DAR pins are worn.

All widths of the sash which are solid blue with the white border are worn by members of the National Board of Management who are also, by virtue of office, voters at Continental Congress. These Daughters are not issued voter badges for Continental Congress as their sashes indicate they are voters.

Those who wear a solid white sash bordered in blue are honorary officers who have been elected for life. There are two widths of these. One who has served as President General and is elected an Honorary President General by Continental Congress. Her sash is the same width as that of the President General. There are thirteen Honorary Vice Presidents General. These Daughters have served as Vice President General and are elected by Continental Congress to serve as Honorary Vice President General. Such honorary officers wear solid white sashes bordered in blue, in the same width as the sash worn by a Vice President General. Those who wear one of these two sashes are voters at Continental Congress and are not issued separate voter badges.

There are three widths of sashes which designate past officers who have served on the National Board of Management. Two of these sashes indicate past national office, either Executive or Vice President General. They are the same width and color as those worn when serving actively and designate past term by the addition of two narrow stripes of white through the middle field of blue. Such sashes do not indicate the wearers as voters at Continental Congress. To be a voter at Continental Congress the wearer of such a sash would need to be elected by her chapter as delegate or as an alternate who is taking the place of an absent delegate, and she would wear a voter's badge. The third sash is worn by an Honorary State Regent. This sash, the same width as that of the State Regent, is white to indicate "honorary" as she was elected by her State Conference as an Honorary

State Regent. The colors are reversed, and through the center field of white is a narrow blue stripe which indicates a past office. Like that of other past members of the National Board of Management, the wearer of this sash is entitled to a voter's badge only if elected by her chapter as a chapter representative.

In summary, a solid center field of blue or white indicates a voter at Continental Congress; blue is for active office, and white designates honorary office. Stripes through the center field of blue or white indicate past office which does not designate wearer as a voter at Continental Congress.

Although some Daughters may be eligible for more than one sash, they wear only the one which represents an active or honorary office or the highest office held.

Protocol Chairman

The duty of the Protocol Chairman is to see that proper protocol is observed throughout the meetings. The duty of the presiding officer is to present members and guests in proper rank or order. It is the duty of the Protocol Chairman to see that officers and special guests are seated in proper rank or order on the platform or in seating, and placed correctly in receiving lines and processions.

The Chairman should advise the time of arrival for those with special seating. She should see that a chart is created to show the order for processing, introductions and seating. She makes sure that the processional begins on time. Place cards, printed on both sides, or seat cards, should be used.

For introductions, a separate list should be made with full names and titles in order of rank or group. This list should be double-spaced for easy reading and possible insertion of names of unexpected guests.

Any person to be seated at the head table, or in special seating, or to be honored in the receiving line or processional, should be advised of this.

Guest Speaker

When guests are invited to speak, there are certain courtesies which should be extended. The invitation should include the date; the time he/she is expected to arrive; type of meeting (luncheon, dinner, tea, etc.); type of dress (formal or informal); the topic; length of time allowed for the speech and if he/she will be expected to answer questions; payment of honorarium, if any; and where he/she will stay if a guest of the organization. It is helpful to furnish the speaker facts about the organization, its history, policies and beliefs which would be of help in preparing the speech. If the invitation has been made by telephone, follow with information in writing and request biographical material for preparing the introduction and a photograph for publicity.

Send a brief reminder two or three weeks ahead of the scheduled date. Repeat the essential information and include any special arrangements (transportation, lodging, etc.) that have been made. Include address and phone numbers for the meeting place and where you may be reached prior to the meeting.

Two or three days before the scheduled speaker is to arrive, he/she should be contacted to confirm arrangements.

On the day of the meeting, the Program Chairman should arrive early enough to check the required lights, audio-visual equipment, ventilation, water pitcher and glasses, and see that the microphone is working and the lectern is the proper height.

On the meeting day arrange to have a parking space reserved for the guest speaker, if possible.

Upon arrival, the guest should be met by a designated person who will introduce the guest to others and escort the speaker to the assigned seat. A guest speaker sits at the front of the room or on the platform for a business meeting and at the head table for a luncheon or banquet.

The speaker is presented as scheduled in the adopted program and should never be kept waiting. If business is pending, the presiding officer should state, "If there is no objection, the business will be postponed until after the speaker has completed his/her remarks. Hearing no objection, the program chairman will introduce the speaker." The presiding officer never "turns the meeting over to the Program Chairman."

Speakers should seldom be interrupted. To avoid embarrassment and to preserve the timed schedule, the presiding officer may remind him/her "You have three more minutes." If the speaker continues, the presiding officer rises and states, "Regrettably, your time has expired."

If guest speaker is a member of DAR, she pays her travel expenses personally. Once she arrives she is the guest of the Chapter or the member who invited her. Her meals, overnight accommodations (if required) are the responsibility of her hostess. She is a guest.

As a Guest

As a guest, respond to all invitations promptly with your full name and title. If you are bringing a traveling companion, mention the name and position, if any.

Be on time. Be prepared with a brief message of greeting. Accept all courtesies graciously and don't forget the "thank you" note.

Pins and Sashes

If a member is invited to represent her chapter or the state at another organization, pins and sashes would be appropriate. Pins may be worn with dress slacks or pant suits; this does not include jeans or casual pants. Sashes are not to be worn with any type of pants.

Insignia, pins and ribbons are not to be worn in public unless one is officially representing the DAR. Insignia, pins and ribbon may be worn during the dedication of a grave marker for a deceased Daughter and also at the funeral, viewing or memorial service of a Daughter.

In accordance with the DAR Handbook, Chapter 12, The Official Sash, "The DAR sash is not to be worn while attending a function of another organization unless the member is attending in her official DAR capacity."

Introductions

Guests are introduced in descending order of rank. Thus, the highest ranking guest on the right is introduced first, followed by the second highest on the left, and so on, alternating right and left. The highest ranking official should be given prominence and the most time to address the group.

It is not necessary to introduce every guest as an individual. You may introduce some of the guests as a group, for example, by saying, "Will all of the State Chairmen present, please stand to be recognized?"

The introduction of a speaker should be brief and to the point, but warm and gracious. The speaker's title should be included in the introduction. Give enough information about the speaker to make the audience want to listen, but do not infringe upon the time allowed. A person known to the audience is presented, a person not known to the audience is introduced. The Program Chairman may introduce a speaker; however, it is the presiding officer who thanks the speaker. Thanking a speaker should be brief, but gracious with words of appreciation. Do not review his speech, as the assembly has heard it. A presiding officer never applauds. The presiding officer presents a gift or honorarium at the conclusion of the expression of appreciation.

If program is presented by a member of DAR her gift of appreciation is usually a chapter contribution to one of the speaker's favorite DAR projects, sent by the chapter treasurer to the appropriate state treasurer or the Treasurer General.

Greetings

The highest ranking guest should be introduced first for greetings, then others in the order of their rank.

It is both wise and courteous not to have too many greetings, unless they come after the address of the main speaker. It is unfair to a speaker to be presented when the audience has become weary and restless. An invitation to bring a greeting should indicate the time length.

If numerous official guests are present, one greeting for each group by a pre-designated member on behalf of those of his or her same rank should suffice and is suggested.

Courtesy Recognition

Members should rise whenever the President General or State Regent is presented or introduced. This is not to honor the person, but is a deserved courtesy in recognition and tribute to her high office and to her sash.

When presenting Honorary Presidents General, always include the years of the administration of each.

Members should rise at the entrance of a processional.

At Continental Congress the state delegation should rise briefly when the State Regent comes forward to give her report. During the Memorial Service the state

delegation should rise when the State is called and remain standing until the next state is called.

At State Conference the chapter delegation should rise briefly when the Chapter Regent is called for her report and when the chapter is called during the Memorial Service. The assembly should stand during the reading of messages from the President General and from the Governor. If the Governor of the state is present, the audience should rise when he/she is introduced.

Everyone should stand for the Invocation and remain standing through the Opening Exercises.

Due to health reasons, rising and standing for some individuals may be difficult and such individuals may remain seated.

Endorsements

Bylaws of the National Society, Article VI, Nominations and Election of Officers, Section 2, requires that a candidate for the office of Vice President General (except First Vice President General), "... shall have been endorsed for this office by a majority vote by ballot of a state conference of the state in which she holds membership." Such endorsement shall designate the specific Continental Congress at which she will be a candidate, shall be made not more than eighteen months in advance of the Congress, and shall be certified by the candidate and by the State Recording Secretary and sent to the Office of the Recording Secretary General. The State Regent, Honorary State Regents and the candidate's Chapter Regent may be listed on a brochure in support of the candidate.

Endorsements of candidates for executive office on national DAR tickets are not required by the Bylaws.

A state conference should not at any time endorse a national DAR ticket. If a state wishes to honor a favorite Daughter as a candidate for an executive office by a courtesy endorsement, this may be done provided that the name of the national ticket is not mentioned in the proposal or the motion to endorse.

Except for the twenty-one Vice Presidents General, no candidates shall be endorsed or announced for any national office until after the adjournment of the Continental Congress preceding the Congress at which the election for those offices is to be held.

PARLIAMENTARY PROCEDURE Parliamentarian

The National Parliamentarian is appointed by the President General; the State Parliamentarian, by the State Regent; and the Chapter Parliamentarian, by the Chapter Regent. A non-member may be appointed as a DAR Parliamentarian.

The Parliamentarian is a consultant on parliamentary procedure, helping to expedite meetings in accordance with the Articles of Incorporation, Bylaws, Special Rules of Order, and the adopted parliamentary authority (*Robert's Rules of Order Newly Revised*). A Parliamentarian offers a directive or an opinion to the presiding officer; however, only the presiding officer can give a ruling.

For DAR meetings the Parliamentarian will sit near the presiding officer so that advice may be given quickly and quietly. Even at banquets her place should be easily accessible to the lectern. At business meetings during Continental Congress the National Parliamentarian sits between the President General and the First Vice President General.

The DAR Parliamentarian pin should be worn alone when serving as Parliamentarian. A DAR Parliamentarian wears no other DAR pins or sash while serving in her official capacity. Following tenure of service the Parliamentarian's pin may be worn on the *official* ribbon. (This pin is authorized only for National and State Parliamentarians.)

Frequently, questions may be resolved at the local level; however, where national, state and local bylaws are involved, refer to the State or National Parliamentarian. **All questions pertaining to state and chapter bylaws should be referred first to the State Parliamentarian.** For prompt answers, a copy of the chapter bylaws should be included with the question, as well as a self-addressed, stamped envelop. The name and address of the State or Chapter Regent should be included with all inquiries from the State Parliamentarian to the National Parliamentarian.

INFORMATION FOR STATES

The State Regent appoints all state chairmen and committees, except a nominating committee, if there is one. She is expected to share with the chapters in her state information received from the President General, the other Executive Officers and National Chairmen.

It shall be the duty of the State Regent and the State Board of Management to see that the rulings of the National Board of Management are enforced in the state.

A ruling adopted by the National Board of Management **requires a State Regent to send, no later than the second month following her state conference, a copy of the ARTICLES OF INCORPORATION (if incorporated), the Bylaws, and any subsequent amendments or a revision, to the Office of the Organizing Secretary General.**

The duties of the state officers should be prescribed in the state bylaws. Each state officer should present a typed report of the work of her office at the annual meeting of the state.

Immediately following the installation of new officers, each state officer should deliver to her successor all books and papers belonging to the office and receive a signed inventory listing of those items.

According to *Robert's Rules of Order Newly Revised* a member of the nominating committee may be elected for a state office.

Planning State Conference

The State Regent, as the highest-ranking officer in her state, plans with her State Conference Chairman for the State Conference. She issues the official invitations to guests, the number to be determined in accordance with the rulings, custom or practice of the state. If a National Officer, present or past member of the National Board of Management, or National Chairman is invited as a guest to appear on a conference program, hospitality should be extended covering her hotel and meals.

In planning conferences the time element is the first consideration. Applause, thanks, passing from floor to platform all take time which should be allotted in the schedule.

Usually the speaker follows the greetings. Since many programs are ruined by having too many greetings, speakers and invited guests should be informed of the time limitation. It is unfair that some speakers are permitted to exceed time at the expense of time allotted to others. It is also unfair to a speaker who has prepared an address to be kept waiting after the scheduled time.

A deliberate speaker averages about 140 words per minute. If a speaker is to be allowed four minutes for a report, a suggestion that she must have less than 600 words will help timing for an inexperienced speaker.

When planning a program it should be remembered that DAR is *non-political* and *non-partisan*, and in arranging programs this must be recognized and respected.

Adequate committee rooms should be provided. Committees should not attempt to hold meetings nor tellers to count ballots “in a corner” of the room in which the conference is held.

A bank of greens at the front of the platform and skirted tables are appropriate for a meeting. A lectern is recommended for the use of speakers.

Invitations and Guests

The State Regent with her State Conference Chairman appoints conference chairmen in accordance to the state bylaws.

Should a member wish to invite as her individual guest an out-of-state National Officer, Honorary National Officer, Past National Officer, State Regent, Past State Regent, National Chairman, or any other distinguished person, she should first consult the State Regent for her approval in writing. If she obtains the State Regent’s permission to extend the invitation, she should clear with the State Regent any honors to be accorded to the visitor and should agree to be personally responsible for all expenses of courtesies incurred by the visit.

On one occasion, preferably the opening evening meeting or the opening business session, dignitaries should be introduced with a complete list of titles, offices, etc. The choice of occasion should be at the pleasure of the State Regent. At other meetings, stating the highest office held by the dignitary should be sufficient.

Standing Rules For State Conferences

Standing rules should be brief and concise. The following are suggested for inclusion in the Standing Rules for most state conferences.

Rule 1. Resolutions and/or motions presented to the conference shall be in writing and shall be signed by the mover and the seconder, or as recommended by a committee. They shall be read from the floor and shall be sent at once to the Recording Secretary.

Rule 2. When addressing the chair, a member shall state clearly her name and chapter name.

Rule 3. No member shall speak more than twice during the same day to the same question and no longer than three minutes at one time without leave of the conference. The question of granting leave shall be decided by a two-thirds vote without debate.

Rule 4. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the conference in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Society and these standing rules.

Important Information for States When the President General Is a Guest

This information may be helpful in planning a state conference or an official state meeting which the President General is to attend. Her transportation schedule should be taken into consideration when planning the location of the state conference or meeting she shall attend. It should be near a major airport and all transportation within the state should be arranged so that the President General is escorted at all times. Any meals, such as lunch, should be provided by the person or persons meeting the President General, and the same courtesy should be given to a National Officer or any out-of-state conference guest.

The Office of the President General should be notified of any special events taking place during conference, especially if she will be asked to make presentations or deliver remarks/greetings in addition to her scheduled address. When Certificates of 100% participation in the President General's Project are to be presented to chapters, it is courteous to include the President General in the presentation. She should be informed about the type of dress (formal/informal) for all events and about any unusual clothing requirements.

The President General's formal address should be scheduled for the most important function. An efficient and well-trained Page should be assigned to the President General to escort her to every business meeting and social event. There may be Processionals before some of the programs and the Page should see that the President General is notified well in advance and that she arrives on time.

An important member of the hostess state, such as a National Officer, Honorary Vice President General, Honorary State Regent, State Vice Regent or past National Officer should be assigned as a special hostess for the President General. She will introduce her to other members, inform her of the time and place of every event, and make arrangements with other officers so that there may be no time when the President General is not properly escorted.

All possible press, radio and television coverage is highly desirable and should be arranged well in advance of the President General's visit. The Office of the President General should be informed of any interviews planned. Advance publicity information will be sent to the State Regent for release to the press.

General Information for Presiding Officers

As presiding officer:

- Do not applaud a guest speaker or performer.
- Show no partiality in introducing or thanking guests or program participants. Be simple, brief and sincere.
- At state conferences, the State Regent is the last to enter in a processional but the first to leave the platform at the conclusion of a meeting, following the retirement of the colors, even if the President General is in attendance.
- If a National Officer, present or past member of the National Board of Management,
- or National Chairman is invited to appear on a conference program, hospitality should be extended covering her hotel and meals.
- An official conference invitation is an announcement only of the event unless accompanied by a personal invitation from the State Regent.
- Each state conference should adopt conference rules based on the Standing Rules for the Continental Congress.
- At a state conference, the assembly rises upon the entry of the State Regent and/or the
- President General. This courtesy extends when either is introduced as guest speaker.
- During all business meetings members address the chair only. Applause may be held if requested following individual reports and given at the conclusion of group reports.
- A time limit for all reports—Officers, Chapter Regents, and Chairmen—is necessary for any DAR meeting and should be set in advance and announced or incorporated in the program. The time limit, once determined, must be strictly adhered to as is done at Continental Congress. Regents should notify participating members of the time limit
- in advance and announce the limit before calling for reports.
- When groups such as regents or chairmen are reporting, front row seats should be reserved for them. Two Pages, stationed at each outside aisle, do much to expedite this arrangement by moving the next speaker forward. Proper consecutive formation by
- use of name cards on the respective seats on the platform can achieve the same result at special reporting sessions.
- Reports of absent officers or chairmen should be filed unless the chair feels it is important that they be read. This can be done by general consent.

- Insist that all speakers use the microphone and talk from the front of the meeting room. If possible, particularly if a large group is reporting, have a floor as well as a platform microphone.

- District Directors in charge of presenting Chapter Regents for reports should have the responsibility of having all in proper sequence—usually alphabetical order in allotted places, in advance. Omit calling absentee names, but at the conclusion of each unit, if deemed advisable, ask if any others are present to report.

Duties of State Officers

Duties of state officers should be as prescribed in the state bylaws and the adopted parliamentary authority. The State Regent appoints all state chairmen and committees, except a nominating committee, which is elected by the membership.

It shall be the duty of each State Regent and State Board of Management to see that the rulings of the National Board of Management are enforced in her state.

Installation of Officers

Refer to a *Ritual* in print or online on the web page of the Chaplain General.

INFORMATION FOR CHAPTERS Chapter Regents

Each summer the packet of letters from the Executive Officers and National Chairmen is distributed to Chapter Regents. It is essential that this information be given promptly to each chapter officer and chapter chairman in order for her to plan her activities. If the Chapter Regent reads, studies, and makes notes it will be most helpful in directing the affairs of the chapter. The Chapter Regent may photocopy this material, but please disperse it promptly.

It is not necessary to know all details of the Society's work to become a Chapter Regent, but it is necessary for any member who wishes to succeed as a Regent to be knowledgeable of the requirements of this office as soon as possible.

The Regent has valuable contacts with the State Board. It is her duty to pass on to her officers and chairmen information thus acquired.

State chairmen direct all national programs for their states, also any special projects which may be undertaken in the states. The Chapter Regent should see that each chapter chairman reports to her state chairman.

Through the *NSDAR Handbook*, the Regent may study the National Committees and their work. In small chapters it may be necessary to combine several committees under one chairman. With proper grouping and planning all activities may be promoted.

The presentation of committee work should be planned to stress the three objectives of the National Society: historic preservation, education and patriotism.

It is unnecessary for every committee to report at each meeting, but all important activities should be presented once a year. Each chairman should understand that she may present anything important that arises between annual meetings.

The Regent should prepare an order of business (agenda) for each meeting with copies for the Vice Regent, Recording Secretary and Parliamentarian. Checking off each item as concluded will help the Regent keep her place. Unfinished business, election of members, or anything remaining from the preceding meeting should be included. Business meetings should be timed. One or two persons should not be permitted to monopolize the discussions. The Regent should hold the members to the subject under discussion and she should not digress.

Meetings should begin on time.

Chapter Vice Regents

The First Vice Regent becomes Regent in case of vacancy in the office of Regent. Only Vice Regents are advanced in rank and an election to fill the vacancy in the lowest ranking Vice Regency takes place as provided for vacancies in the chapter bylaws.

The Vice Regent should realize that the reason for her office is so the chapter may have a second presiding officer if needed. Unless already informed, her first duty is to learn how to state a motion and put a question to vote clearly and correctly. At any meeting she may be called on to put a question to vote, even though she may seldom preside.

She should have copies of Chapter, State, and National Bylaws and should be familiar with them.

The National Society recognizes only the First Vice Regent as an automatic alternate to the Regent. The Second Vice Regent must be elected to serve as an alternate to the Regent.

In large chapters several Vice Regents have been found necessary. In such cases the Second Vice Regent assumes responsibility in the absence of the Regent and First Vice Regent. In case of a temporary absence of the Regent the Vice Regent presides. Unless quick action is needed, she does not appoint any committee that the meeting may authorize but refers the appointment to the Regent.

In case of a prolonged absence of the Regent, the First Vice Regent serves as the Regent. As such, she exercises all the functions of the Regent except she cannot change the policy, plans, or appointments of the Regent who is the elected executive officer.

Chapter Officers

For suggestions for other chapter officers, see explanations of the specific officer's duties as found in the NSDAR Bylaws, Article VII, Duties of Officers. Every Chapter Treasurer should be guided by the information in the current *Guide for Chapter Treasurers*.

All chapter officers should study parliamentary procedure and the duties of their particular office in the chapter bylaws. Whenever the chapter's name is written, it should have the letters "NSDAR" after the chapter name.

The plural and possessive of DAR and NSDAR are intrinsic. It is incorrect to use apostrophes in the abbreviated terms. Example: It is incorrect to say "DARs presented a flag" because we are Daughters of the American Revolution.

Reports

At a designated time chapter officers and chapter chairmen must report to the corresponding state officers and state chairmen giving full details of the year's activity. A summary is made for the annual state conference.

State officers and state chairmen must report at a specified time to the corresponding national officers and national chairmen a summary of work of the chapters from **January 1 to the last day of December**. This is especially important for reports to Continental Congress.

Every officer should deliver to her successor all books and papers belonging to the office within two weeks after the new officer is installed and receive a signed inventory for those materials.

Honorary Officers

It is not usual for chapters to have honorary officers. If they are desired, provision should be included in the bylaws which should state the privileges and obligations of the office. Otherwise such offices are merely complimentary. A member holding honorary office may be elected to any active office or may act in another capacity. *See Robert's Rules of Order Newly Revised* under "Honorary Officers and Members."

If stated in the chapter bylaws, chapters may have honorary regents but no other honorary officers or honorary members.

Suggestions for Cooperating with the National Society in the Interest of Economy

The rules of NSDAR are not arbitrary. Cooperation of all members will save secretarial time and excessive postage. Money saved in this manner can be used to expand the programs of NSDAR.

The principle that the National Society cannot do for one what it cannot do for all must be kept in mind. The Society has no right to make exceptions for one member that cannot be made for everyone.

All directions should be read carefully and return replies checked before mailing. Many explanatory letters are written from the offices of the National Society because of failure to read directives. Be sure to meet all stated deadlines, especially for remitting dues and returning completed credential forms.

Proper forms furnished by the Society should be used for sending remittances. Letters should be clear and concise.

Every report and letter should be in duplicate so that a copy may be kept for reference. All lists of names should be in alphabetical order.

State and National Bylaws should be read before writing questions likely to be answered therein.

The NSDAR Handbook should be referenced for answers to questions before writing to the National Society.

If in doubt to whom a letter of inquiry should be addressed, address the letter to National Society Daughters of the American Revolution, 1776 Street NW, Washington, DC 20006–5303, and it will be referred to the appropriate office.

NATIONAL POLICIES AND GENERAL PROCEDURES

The National Society Daughters of the American Revolution, founded in 1890, is a non-profit, non-political, volunteer women's service organization dedicated to preserving American history, serving America's future through better education, and promoting patriotism. It is comprised of approximately 3,000 chapters in all 50 states, the District of Columbia, and internationally. The National Society's motto is God, Home and Country. The President General is the official spokesman for the National Society.

Non-Affiliation

The NSDAR has a long-standing policy and precedent of non-affiliation to protect the name and integrity of the National Society. This is necessary because of the variety of requests received, many of which have no bearing on historical, educational or patriotic endeavors. The following resolution was adopted by the 57th Continental Congress, 1948:

Whereas, The National Society Daughters of the American Revolution is being constantly requested to join or affiliate with an increasing number of other organizations in various projects; and

Whereas, Many of these organizations and projects are frequently at variance with the declared policies of this Society, as expressed by action of Continental Congresses; and

Whereas, The National Society Daughters of the American Revolution is committed to a policy of non-affiliation with other organizations though cooperating with them when

deemed advisable, **(Cooperating means you may participate and help in their projects. Affiliate means you become a part of another group, thereby are controlled by them.)**

Resolved, That the National Society Daughters of the American Revolution, call upon its National, State and Chapter groups and upon its individual members to consider thoughtfully, keeping in mind our policies, all proposals placed before them by such groups and to avoid use of the name of our Society in connection with membership in other organizations except with the consent of the Society.

The following statement was made in April 1955, by Mrs. Henry M. Robert, Jr., then Parliamentarian:

“As I understand it, cooperate means to join in efforts in which others participate but retaining at all times your complete freedom of action to assist or not to assist, as you may wish; whereas affiliate means that you become a part of a united group and by that affiliation your freedom of action as an individual organization may be somewhat controlled by the action of the other organization.

Chapters may cooperate with discretion in the promotion of projects compatible with NSDAR objectives. If there is any question, National Headquarters should be contacted before proceeding.

The NSDAR is nonpolitical. It maintains no lobby at national, state or local government levels, contributes to no political party nor to candidates in any way, initiates no legislation and does not have a legislative chairman. The DAR is interested in preserving and maintaining our Constitutional Republic and constantly urges its members, as good American citizens, to be informed and to vote.

Each member, chapter and state society is cautioned to refrain from any activity performed in the name of the DAR which might be construed as political. Such activities are prohibited.”

DAR Mailing List

The official NSDAR mailing list is restricted to DAR use exclusively. It is urged that every precaution be used to guard the NSDAR Directory, state and chapter yearbooks, as well as other DAR official mailing lists. It is a violation of DAR policy to release any names and addresses of DAR members, except for official use within the organization. Any request to use these lists should be directed to the President General.

Please remember in this age of electronic mailing to be sure when you e-mail a group of DAR members that there is not a non-member address in your list. Also be cautious when you are posting to social media networks.

Circularization

It is of the utmost importance that all Daughters holding responsible office at the national, state or chapter level thoroughly understand the following rules covering circularization. These are not new; they have been in existence many years:

Since 1896, the NSDAR has used the term “circularization” to mean “cause to become widely known,” as a spreading information or circulating a rumor that disturbs the harmony or injures the good name of the National Society.

No member of the National Society is authorized to circulate, in print or electronically, communications about the National Society or state organization or the organization of chapters without the prior approval of the National Board of Management. All business conducted by the National Society is controlled by the general will of the membership as expressed through the elected governing bodies of the National Society. Proposed changes in policy, procedures and publications are to be initiated as defined in the Bylaws of the National Society.

This policy is necessary in order to preserve uniformity and to prevent conflict of authority (Fifth Continental Congress, February 1896). [Please refer to NSDAR Bylaws Standing Rule A.2.]

Chapters or individuals desiring the endorsement of any DAR project, or wishing to solicit funds outside of their own state for any DAR work, may do so only by authorization of the National Board of Management (National Board, February 1912 and NSDAR Bylaws Standing Rule A-3).

Any state organization, chapter, or individual receiving a circular or solicitation for funds or projects outside her membership state should report any such instances to her State Regent or a member of the Executive Committee.

SOME HELPFUL REMINDERS

1. Address the chair only. There is only one presiding officer—address that person only. (Do say—Madam State Regent or Madam Chairman—whoever is presiding. Do not say—Madam State Regent, Mr. Mayor, Honored Guests, Daughters, etc.)
2. A presiding officer does not applaud.
3. A presiding officer never relinquishes the chair unless a motion or action refers to her only. Example: The presiding officer says “The next business in order is the reports of officers. The Regent will report first. When she finishes, she calls on the Vice Regent, etc.
4. It is proper to remove the glove from the right hand when reciting the Pledge of Allegiance to the Flag of the United States of America and when singing the National Anthem.

5. The Flag pin should be worn on the left lapel, in accordance with the United States Flag Code. When wearing the DAR Insignia, the Flag pin is the only emblem that may be worn on the left and should be worn on the left lapel and not on the official DAR ribbon.
6. Customarily, DAR members wear gloves when receiving. This is not mandatory and the hostess should set the example. If the President General or the State Regent is in attendance, she will set the example.

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