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## Governing Documents – Handbook & Bylaws

Note: You may find it helpful to use the combination of the “Ctrl” and “F” keys to search for a specific word in an online document; this is often possible in Word and PDF documents as well as Excel spreadsheets.

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Name:

Chapter:

NSDAR#:

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***NSDAR Handbook & Bylaws:***

Go to NSDAR's Members' Only Site: <http://members.dar.org>

Click **Forms & Publication – Handbook & National Bylaws**

Click **DAR Handbook and National Bylaws – DHB-1000**

Read through the entire Handbook and Bylaws

Go to the Handbook section and answer these questions:

1. Go to *DAR at a Glance*. What is the Mission of the National Society?

2. Go to *Membership*. What are three eligibility requirements for membership in DAR?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. Go to *National Policies*. Briefly describe the DAR's Non-Affiliation policy. Be sure to explain how it pertains to political activities.

4. Go to *Chapter Information*.

- Who are the five required chapter officers? 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_, 4. \_\_\_\_\_, 5. \_\_\_\_\_.
- Where can you find the *Model for Chapter Bylaws*?
- How can you recognize the sections/portions that must be copied word for word in every chapter's bylaws from the *Model for Chapter Bylaws*?

5. Go to *Insignia, Sash, and Banner*.

- When may DAR insignia, pins and ribbons be worn in public places?
- May you wear your DAR insignia with jeans or shorts? \_\_\_\_\_

## Governing Documents – Handbook & Bylaws continued pg. 2

6. Go to *Protocol*. Name three times during meetings or services that state or chapter members should stand as a sign of respect.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

7. After reading through the Handbook, what information did you find to be most helpful to you?

Go to the National Bylaws section and answer these True or False questions:

8. TRUE – FALSE

- \_\_\_\_\_ The amount of National Dues for members is included in the National Bylaws
- \_\_\_\_\_ Life Membership is available by application to all members at 65 years of age with payment of \$1,000, which may be paid in non-refundable increments over four years.
- \_\_\_\_\_ Every DAR member attending Continental Congress has the right to vote.
- \_\_\_\_\_ The National Board of Management is comprised of the National Executive Officers, the State Regents, and the Honorary National Officers.
- \_\_\_\_\_ Chapter Regents shall report to the Organizing Secretary General names and addresses of officers, date of election and date of taking office.
- \_\_\_\_\_ Two chapters may merge by a vote of a simple majority of each chapter.
- \_\_\_\_\_ Amendments to the Bylaws of the National Society shall be voted upon by each chapter immediately following the Congress at which the amendments were adopted.

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### *State Organization Bylaws & Standing Rules*

Follow the directions of your State Coordinator to obtain a copy of the State Bylaws & Standing Rules.

Read through the State's bylaws and standing rules.

1. Research your State's bylaws as regards a chapter's voter representation at State Conference compared to Continental Congress. List the number of entitled voters (Regent & Delegates) for the chapter sizes below.

Chapter Membership	Continental Congress	State Conference
Regent	_____	_____
20-49	_____	_____
50-99	_____	_____
100-149	_____	_____

2. If your state is divided into districts or divisions, how many are there? \_\_\_\_\_ What are they named?

3. In your state, who attends the State Board meetings, and who are the voters?

4. How many regular meetings of your State Board are held each year? \_\_\_\_\_

5. When are your regular State Board meetings held? \_\_\_\_\_

## Governing Documents – Handbook & Bylaws continued pg. 3

6. If your state has published Standing Rules, how do the issues addressed in them differ from those addressed in the Bylaws? What is the difference in the two governing documents?

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*Chapter Bylaws & Standing Rules:* Obtain a current copy of your Chapter Bylaws & Standing Rules

1. In what year were your chapter bylaws last amended? \_\_\_\_\_
  2. How many members of your chapter are required for a quorum? \_\_\_\_\_
  3. How many regular meetings of your chapter are held each year? \_\_\_\_\_
  4. Does the last article in your chapter bylaws address Dissolution, as required? \_\_\_\_\_
  5. Do your chapter bylaws authorize Associate Members of your chapter? \_\_\_\_\_
  6. What is the date your bylaws require member dues to be paid to your chapter treasurer to assure that she can meet the December 1<sup>st</sup> deadline for National dues? \_\_\_\_\_
  7. Where are your chapter bylaws published for use by the chapter members?
8. If your chapter has Standing Rules, briefly describe the issues addressed in the Standing Rules:

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Write an essay of 300 – 350 words on what you learned about the difference in bylaws versus standing rules versus the handbook. Discuss notable differences in your chapter and state documents from those of the National Society. Describe how the knowledge you have gained from studying these documents can be useful to you as a member.