



National Society  
Southern Dames of America

# HANDBOOK

National Society  
Southern Dames of America, Inc.  
**2015**

## **TABLE OF CONTENTS**

<b>THE PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA.....</b>	<b>1</b>
<b>THE SALUTE TO THE FLAGS OF THE SOUTHERN STATES.....</b>	<b>1</b>
<b>THE STAR SPANGLED BANNER.....</b>	<b>1</b>
<b>PURPOSE.....</b>	<b>1</b>
<b>CHAPTER I – Chronological History of NSSDA.....</b>	<b>2</b>
Founders.....	2
Organization.....	2
Administrations 1963-2015.....	3
<b>CHAPTER II - Membership.....</b>	<b>5</b>
Eligibility.....	5
Preparation of Application Papers.....	5
Certificates of Membership.....	6
<b>TYPES OF MEMBERSHIP AND PROCEDURES.....</b>	<b>6</b>
<b>SOCIETY MEMBERSHIP.....</b>	<b>6</b>
Active Members.....	6
Junior Members.....	6
Associate Members.....	6
Honorary Members.....	7
Founder Members.....	7
Charter Members.....	7
Resident and Non-Resident Members.....	7
<b>CHANGES IN MEMBERSHIP STATUS &amp; PROCEDURES.....</b>	<b>7</b>
<b>TRANSFER.....</b>	<b>7</b>
Instruction for Transferring.....	7
Resignation.....	8
Reinstatement.....	8
Dropped Members.....	8
<b>Chapter III – National Policies.....</b>	<b>9</b>
SDA Mailing List and Roster.....	9
Official Insignia.....	9
Banner.....	9
Flags of the Southern States.....	9
Song.....	9
<b>Chapter IV – The National Organization.....</b>	<b>11</b>
<b>NATIONAL SOCIETY.....</b>	<b>11</b>

EXECUTIVE OFFICERS.....	11
NATIONAL PRESIDENT.....	11
NATIONAL FIRST VICE PRESIDENT.....	12
NATIONAL SECOND VICE PRESIDENT.....	12
NATIONAL RECORDING SECRETARY.....	12
NATIONAL CORRESPONDING SECRETARY.....	13
NATIONAL TREASURER.....	13
NATIONAL REGISTRAR.....	14
NATIONAL CHAPLAIN.....	14
NATIONAL HISTORIAN.....	15
IMMEDIATE PAST NATIONAL PRESIDENT.....	15
 Chapter V – Elections for National Officers.....	 16
 Chapter VI – Organization of Committees.....	 17
LISTING OF COMMITTEES.....	17
ADMINISTRATIVE COMMITTEES.....	17
EXECUTIVE COUNCIL.....	17
BOARD OF MANAGEMENT.....	17
 STANDING COMMITTEES.....	 17
AUDIT REVIEW.....	18
NATIONAL ASSEMBLY .....	18
BUDGET AND FINANCE.....	18
BYLAWS AND STANDING RULES.....	18
EYE PROGRAM.....	19
CREATIVE ARTS.....	19
ENDOWMENT.....	19
HISTORY.....	20
JOURNAL.....	20
MEMBERSHIP .....	20
NOMINATING.....	20
SPECIAL AWARDS.....	21
 NATIONAL ASSEMBLY.....	 22
DATE.....	22
CALL FOR ASSEMBLY.....	22
CREDENTIAL/REGISTRATION COMMITTEE.....	22
GUIDELINES.....	22
PROCESSIONAL.....	23
 Chapter VIII – Information for the Societies.....	 24
RESPONSIBILITIES OF THE SOCIETIES.....	24
FISCAL YEAR.....	24
STATE SOCIETY/ CHAPTER BYLAWS.....	24
SOCIETY OFFICERS.....	24

<b>MEETINGS.....</b>	<b>25</b>
<b>ORGANIZING A NEW SOCIETY.....</b>	<b>25</b>
<b>DISBANDING OF A SOCIETY.....</b>	<b>25</b>
<b>YEARBOOKS.....</b>	<b>26</b>
<b>HELEN KELLER GAZEBO.....</b>	<b>26</b>
 <b>CHAPTER IX – Banner, Coat of Arms, Insignia, Seal, Ribbons.....</b>	 <b>27</b>
<b>BANNER.....</b>	<b>27</b>
<b>COAT OF ARMS.....</b>	<b>27</b>
<b>OFFICIAL INSIGNIA.....</b>	<b>27</b>
<b>INSIGNIA PIN.....</b>	<b>27</b>
<b>NATIONAL PRESIDENT’S PIN.....</b>	<b>28</b>
<b>PAST NATIONAL PRESIDENT’S PIN.....</b>	<b>28</b>
<b>SEAL.....</b>	<b>28</b>
<b>RIBBONS.....</b>	<b>28</b>
 <b>Chapter X-Protocol.....</b>	 <b>29</b>
<b>SEATING: MEALS AND BUSINESS MEETINGS.....</b>	<b>29</b>
<b>INTRODUCTIONS.....</b>	<b>30</b>
<b>GUEST SPEAKER.....</b>	<b>31</b>
<b>MISCELLANEOUS REMINDERS.....</b>	<b>31</b>
<b>MINUTES.....</b>	<b>32</b>
<b>REPORTS.....</b>	<b>32</b>
<b>MISCELLANEOUS PARLIAMENTARY POINTS.....</b>	<b>33</b>
<b>INDEMNIFICATION.....</b>	<b>34</b>
 <b>Appendix I. ....</b>	 <b>35</b>
<b>INSTALLATION OF OFFICERS.....</b>	<b>35</b>
<b>MEMORIAL SERVICE OR SERVICE OF REMEMBRANCE.....</b>	<b>36</b>
 <b>Appendix II. ....</b>	 <b>37</b>
<b>NATIONAL ASSEMBLY GUIDELINES.....</b>	<b>37</b>
 <b>Appendix III. ....</b>	 <b>40</b>
<b>ORDER OF BUSINESS.....</b>	<b>40</b>
 <b>INDEX.....</b>	 <b>42-43</b>

## **THE PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

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.

## **THE SALUTE TO THE FLAGS OF THE SOUTHERN STATES**

I salute the flags of the Southern States of America; the emblems of their freedom and sovereignty.

By Mrs. Henry Frost Chadeayne

## **THE STAR-SPANGLED BANNER**

Oh, say, can you see, by the dawn's early light  
What so proudly we hailed at the twilight's last gleaming,  
Whose broad stripes and bright stars, through the perilous fight  
O'er the ramparts we watch'd were so gallantly streaming?  
And the rocket's red glare, the bombs bursting in air,  
Gave proof through the night that our Flag was still there.  
Oh, say does that Star-Spangled Banner yet wave  
O'er the land of the free and the home of the brave?

By Francis Scott Key

## **PURPOSE**

The purpose of this Society shall be as follows: To provide an organization in which and through which women of southern ancestry may combine their effort to promote benevolent, patriotic, educational endeavors including, but not limited to promoting and encouraging the study of political science and lending assistance to the development and application of ophthalmic research.

## **Chapter I – Chronological History of NSSDA**

### **CHRONOLOGICAL HISTORY OF THE NATIONAL SOCIETY SOUTHERN DAMES OF AMERICA, INC.**

#### **FOUNDERS**

**Mrs. Murray Forbes Wittichen (Kathryn Slaughter), and Mrs. Lee H. Lyle (Doris Walker).**

#### **ORGANIZATION**

**November 1962** – A group of women of Southern ancestry who realized the need for an organization to bring into communication other women of Southern ancestry that they might compare interests and methods of work to become mutually helpful; encouraging ophthalmic research, the study of political science and other phases of education through scholarships; supporting an eye program; promoting benevolent, patriotic, educational and literary endeavors, including the study of Southern history.

**April 14, 1963** – The Secretary of State, State of Georgia, certified the Charter drawn up by Hodes & Oliver, Attorneys for the petitioners, and we became the National Society Southern Dames of America, Inc., State of Georgia, County of Clayton. Mrs. Olin S. Cofer, Mrs. J. Carl Hodges, Mrs. Lee H. Lyle, and Mrs. Hiram E. Mozley served as incorporators. The Society shall report and pay the fee annually to the Georgia Secretary of State.

**June 2-6, 1963** – First National Assembly was held in Atlanta, Georgia at the Atlanta Biltmore Hotel. Chartering officers were Honorary President & Founder, Mrs. Murray F. Wittichen (Kathryn Slaughter), FL, National President- Mrs. Lee H. Lyle (Doris Walker), National Vice President at Large- Mrs. Henry Frost Chadeayne, National Secretary- Mrs. Allen D. O'Brian, National Treasurer- Mrs. Richard B. Redwood, National Historian – Mrs. Thomas W. Huey, and National Chaplain- Mrs. George T. Winn. Dedication of Southern Flags was held at the top of Stone Mountain by the Vice President of the state societies. A Tea was held at Plantation House hosted by Stone Mountain Memorial Association. A Post Assembly trip was taken to Warm Springs and the Little White House with a luncheon at Calloway Gardens.

**November 14-16, 1963**-- Board of Management Meeting was held in Jacksonville, FL at the Hotel George Washington. Thirty-five members representing seven states attended and approved the design for the Southern Dames of America Coat of Arms and Insignia.

**April 22-26, 1964** – Second National Assembly was held in Washington, DC at the Willard Hotel. Brunch was held in the Senate Dining Room; citation conferred upon Honorable Harry Flood Byrd; placed a wreath at Thomas Jefferson Memorial; reception and tea at the Embassy of Iran; pageant, Southern Women in the White House; boat trip taken to Mt. Vernon; placed wreath at the tomb of George and Martha Washington; trip to Annapolis; attended church service with midshipmen.

**September 25-29, 1964** – Board of Management Meeting was held in Charleston, SC at the Fort Sumter Hotel. Twenty-one members representing nine states attended. Handbook was proposed.

### **ADMINISTRATIONS 1963-2015**

**Kathryn Slaughter Wittichen** (Mrs. Murray F.), FL, Organizing member of the National Society, Honorary President and Founder.

**Doris Walker Lyle** (Mrs. Lee H.), GA, 1963-1966. Organizing and First National President. Purpose, Seal, Insignia, Coat of Arms, Banner adopted. Society incorporated under the laws of Georgia. First National Assembly and National Board of Management held.

**Winifred Simpson Yarrington** (Mrs. R. Grayson, MD). National President 1968-1970. National Officers Club and Founder Charter Club organized.

**Emily Vance** (Mrs. Herbert O.), FL. National President 1970-1972. Thomas Jefferson Political Science Scholarship and Kathryn Slaughter Wittichen Ophthalmology Scholarship presented.

**Lillian Everhart** (Mrs. Edgar, Jr.), GA. National President 1972-1974.

**Kathleen Plaster** (Mrs. Dan, Sr.), FL. National President 1974-1976.

**Martha Jo Wallace** (Mrs. William G.), FL. National President 1978-1980.

**Margaret Boatright** (Mrs. L. T., Jr.), NM. National President 1980-1982.

**Melva M. Koonce** (Mrs. James A.), AL. National President 1982-1984.

**Kay Milton** (Mrs. John), FL. National President 1984-1986.

**Ann Seay Briglia** (Mrs. Arnold E.), AL. National President 1986-1988.

**Fritzi K. Martin** (Mrs. Jack L.), LA. National President 1988-1990.

**Hannah Jones** (Mrs. Richard M.), FL. National President 1990-1992.

**Anne B. Bradford**, TN. National President 1992-1994.

**Shirley Spuhler** (Mrs. Shelby, TX. National President 1994-1996.

**Carolyn N. Godwin**, AL. National President 1996-1998.

**Polly Hutson** (Mrs. William H.), FL. National President 1998-2000.

**Frances W. Hawkins** (Mrs. D.S.), MD. National President 2000-2002.

**Catherine F. Brister**, FL. National President 2002-2004.

**Carolee P. McKinstry** (Mrs. Sam W.), TN. National President 2004-2006.

**Mary F. Rever** (Mrs. William B., Jr.), MD. National President 2006-2008.

**Nelly G. Shearer** (Mrs. William O.), TN. National President 2008-2010.

**Dorothy Lee**, LA. National President 2010-2012

**Robin R. Towns** (Mrs. Robert), GA. National President 2012-2014.

**L. Sue Comerford**, FL. National President 2014-2016.



## **Chapter II – Membership**

### **MEMBERSHIP – GENERAL INFORMATION**

#### **BECOMING A MEMBER**

##### **Eligibility**

Active members shall be women of Southern Ancestry pertaining to the Southern States of the United States of America and by invitation. An affidavit shall be presented by each applicant verifying Southern Ancestry. Each application form shall bear the personal signature of the State Registrar, sponsoring applicant, and signatures of two (2) additional members in good standing of Southern Dames of America to whom the applicant is personally know and acceptable. Each applicant shall be personally acceptable to the local Chapter or State Society through which she joins. Each applicant shall provide sources of proof, including all dates for all Southern ancestors listed on the application.

##### **Preparation of Application Papers**

- 1) Three application papers shall be prepared.  
Application blank forms may be obtained from the local chapter Registrar.  
Applications must be typed or printed in black ink. All signatures must be written in black ink.
- 2) Three original papers should be prepared.
- 3) Sponsors for the applicant must be members in good standing of the Chapter to which the applicant is applying.

##### **Submitting an Application**

- 1) Each application should be accompanied by a check payable to the National Treasurer, NSSDA, in the amount of the application fee and dues. Give the completed documents to the Chapter/Society Registrar to review. If a Chapter, Chapter Registrar then sends the documents to the State Society Registrar. The State Registrar after review sends the entire application and the check to the National Registrar.
- 2) An application paper must be accompanied by a check in the proper amount or it will not be processed until the required fees are received.

## **Notification of Membership**

The State Society Registrar has the responsibility for notifying a new member of her acceptance to membership.

## **Certificates of Membership**

Certificates of Membership shall not be issued by the National Registrar until after application papers and payment of fees are submitted and approved. Certificates of Membership are presented to new members of an organizing Society or Chapter the day of organization.

## **TYPES OF MEMBERSHIP AND PROCEDURES**

### **SOCIETY AND CHAPTER MEMBERSHIP**

Acceptability for Society and Chapter membership is determined by vote of the local Chapter or Society, with the applicant having been endorsed by two chapter members to whom she is personally known.

Upon favorable action, the applicant may be given an official application paper for member in the National Society.

### **Active Members**

Active Members shall have the right of voting, holding office, serving on committees, and serving as delegates.

### **Junior Members**

Junior Members shall be those members from birth to the age of twenty-two (22) years. Upon reaching the age of twenty-two years, she shall automatically be eligible for Active Membership. Junior members enjoy full privileges and rights of membership and are eligible for any chapter, state, or national office.

### **Associate Members**

Associate Members may be chosen by the Society/Chapter. Nominees shall be women ineligible for Active Membership who wish to render service to the Society. Associate Members may have the privilege of the floor, but without the right to vote or hold office.

## **Honorary Members**

Honorary Members may be conferred by the National Assembly upon a man or woman in recognition for outstanding service to the Society or to the South. Honorary Members shall at no time exceed twenty. Nominees for Honorary Membership shall be by written endorsement of ten Active Members in good standing. The endorsements shall be sent to the Nominating Committee at least thirty (30) days before the National Assembly. The name of each nominee with qualifications shall be presented to the National Assembly for vote.

## **Founder Members**

Founder Members shall be the first one hundred fifty members.

## **Charter Members**

Charter Members are those received through June 1963, (Numbers 151-324).

## **Resident and Non-Resident Members**

The National Society does not recognize the membership classifications of resident and nonresident, although there are many Societies whose members may reside in various locations.

# **CHANGES IN MEMBERSHIP STATUS AND PROCEDURES**

## **TRANSFER**

A member in good standing, at her request, may transfer from one Society/Chapter to another, provided she is accepted by the Society/Chapter to which she desires to transfer.

### **Instructions for Transferring**

Transfer from a Society/Chapter (losing Society/Chapter) to a Society/Chapter (receiving Society/Chapter).

- a) Member contacts receiving Society/Chapter.
- b) Receiving Society/Chapter accepts her to membership.
- c) The Society/Chapter registrar or current officer of the receiving Society/Chapter notifies the losing Society/Chapter that the member has been accepted to membership.

- d) Following verification of the member's status, the losing Society/Chapter Registrar sends a Change of Member Information Form of the member to the receiving Society registrar, National President, National & State Registrars, National & State Treasurers, and National Chaplain within 30 days.
- e) The Registrar of the losing Society/Chapter should retain for the Society records of the following information concerning the transferring member: full name, national number, last address, date transferred out, name of Society and state to which transferred.
- f) The transfer is effective on the date the Change of Member Information Form is received by the receiving Society Registrar.
- g) When the transfer is completed, the receiving Society/Chapter adds the member to its membership roll and the losing Society/Chapter removes the member from its membership roll.

### **Resignation**

A member in good standing may resign from membership in the National Society. To resign, a member must send a written letter of resignation to the chapter. A resignation takes effect on the date notice is received by the Society. A Change of Member Information Form is completed by the Society and a copy sent to the National President, National & State Registrars, National & State Treasurers, and National Chaplain. A copy is kept in the local Society files.

A Society's failure to submit a resignation in a timely manner may cause an injustice to the member as she may have to be dropped for nonpayment of dues.

### **Reinstatement**

- a) A member who resigns in good standing may be reinstated by payment of the current year's dues.
- b) A member who is dropped for nonpayment of dues may be reinstated upon payment of the current year's dues and the current reinstatement fee.

### **Dropped Members**

A society member may be dropped for nonpayment of dues. The Registrar of the member's Society should keep the date they were dropped on their records.

## **Chapter III – National Policies**

### **SDA Mailing List and Roster**

The official NSSDA mailing list and Roster are restricted to SDA use exclusively. It is urged that every precaution be used to guard the NSSDA mailing list, Roster, state society yearbooks, and chapter yearbooks. It is a violation of SDA policy to release any names and addresses of SDA members, except for official use within the organization. Any request to use these lists should be directed by the National President.

### **Official Insignia**

The use of the SDA Insignia by Societies is restricted to yearbooks, official stationery, programs, and uses required by the work of the Society. Insignia usage questions should be directed to the National President.

Any other use of the Insignia must be authorized by the National Board of Management.

### **Banner**

No salute is given to the Banner.

### **Flags of the Southern States**

The flags of the Southern States and dates of adoption (Alabama – 1895, Arizona-1917, Arkansas-1913, Florida-1900, Georgia-1956, Kentucky-1918, Louisiana-1912, Maryland-1904, Mississippi-1894, Missouri-1913, New Mexico-1925, North Carolina-1885, Oklahoma-1925, South Carolina-1861, Tennessee-1905, Texas-1839, Virginia-1930) are displayed alphabetically.

The salute to the Flags of the Southern States is given with the right hand and arm extended toward the flags, palm up.

## Song

“This Is My Country” composed by Don Rays and Al Jacobs shall be sung or the words recited at each National Assembly.

### **This Is My Country**

What difference if I hail from North or South  
Or from the East or West?  
My heart is filled with love for all of these

I only know I swell with pride,  
And deep within my breast  
I thrill to see “Old Glory” paint the breeze!

### CHORUS

This is my country!  
Land of my birth.  
This is my country”  
Grandest on earth!  
I pledge thee my allegiance,  
America, the bold.  
For this is my country,  
To have and to hold!

With hand upon my heart, I thank the Lord  
For this, my native Land,  
For all I love is here within her gates.  
My soul is rooted deeply  
In the soil on which I stand,  
For these are mine,  
My own United States!

### CHORUS

This is my country!  
Land of my birth.  
This is my country”  
Grandest on earth!  
I pledge thee my allegiance,  
America, the bold.  
For this is my country,  
To have and to hold!

## **Chapter IV – The National Organization**

### **NATIONAL SOCIETY**

The National Society Southern Dames of America is the primary organizational unit. Upon application and granting of recognition by the National President, a State Society is established. Each State Society has jurisdiction within the boundaries of the State in which is located as long as it complies with the National Society bylaws and standing rules. Upon application and recognition by the State President and National President a Chapter within a state may be established. Each Chapter must comply with State Society and National Society bylaws and standing rules.

### **NATIONAL BOARD OF MANAGEMENT**

The members of the National Board of Management are composed of the National Executive Council, the State Society Presidents, and all National Committee Chairmen. As the name implies, this board is the administrative and managerial body of the National Society. It has all power and authority over the affairs of the National Society between meetings of the National Assembly.

The National Board of Management meets prior to the opening of the National Assembly or when called by the National President.

### **EXECUTIVE OFFICERS**

The Bylaws provide for the following Executive Officers: National President, National 1<sup>st</sup> Vice President, National 2<sup>nd</sup> Vice President, National Recording Secretary, National Corresponding Secretary, National Treasurer, National Registrar, National Chaplain, and National Historian.

The Executive Officers are elected for a term of two years by the National Assembly. No officer can serve more than one term in the same office with the exception of the National Treasurer and the National Registrar, who may serve two consecutive terms.

### **NATIONAL PRESIDENT**

The National President, as the chief Executive Officer of the National Society Southern Dames of America, is its official spokesman and is its representative in association with other organizations, business groups, and the general public. She presides at all meetings of the Executive Committee, National Board of Management, and the National Assembly.

She appoints all committees, with the exception of the Nominating Committee, which carry out the work of the National Society and is responsible for the general supervision of the work of the National Society.

She is responsible for the arrangements for National Assembly, publication of the “Journal”, and custodian of the Flags of the Southern States, and the Southern Dames Banner.

She signs jointly with the National Treasurer all contracts made in the name of the National Society. The National Assembly contracts are signed jointly by the National President and the Host National Assembly Chairman.

She shall submit a typed Annual Report in triplicate: one copy to the National Recording Secretary, one copy to remain in her file for the incoming officer, and one copy for the National Presidents’ permanent folder. This report will be given orally at the National Assembly.

### **NATIONAL FIRST VICE PRESIDENT**

The National First Vice President ranks next to the National President. The National Bylaws provide that in the absence or inability of the National President to serve, the National First Vice President shall perform the duties of the office of National President.

She serves as the Membership Committee Chairman.

She shall submit a typed Annual Report in triplicate: one copy for the National President, one copy for the National Recording Secretary, and one copy to remain in her file for the incoming officer. The report will be given orally at National Assembly.

### **NATIONAL SECOND VICE PRESIDENT**

The National Second Vice President aids the National President. The National Bylaws provide that in the absence of the National President and the National 1<sup>st</sup> Vice President, the National 2<sup>nd</sup> Vice President shall perform the duties of the office of National President.

She serves as National Eye Program Chairman.

She shall submit a typed Annual Report in triplicate: one copy for the National President, one copy for the National Recording Secretary, and one copy to remain in her file for the incoming officer. The report will be given orally at National Assembly.

### **NATIONAL RECORDING SECRETARY**

The National Recording Secretary is the custodian of the legal record of the proceedings of the National Society, which include: the minutes and resolutions of the Executive Board meetings and the minutes of the National Assembly. In the absence of the National President, National 1<sup>st</sup> Vice President, and National 2<sup>nd</sup> Vice President, she calls the meeting to order and presides until a chairman pro tem is elected.



She shall submit a typed Annual Report in triplicate: one copy for the National President, one copy for the National Recording Secretary, and one copy to remain in her file for the incoming officer. The report will be given orally at National Assembly.

### **NATIONAL CORRESPONDING SECRETARY**

The National Corresponding Secretary answers general and special correspondence as the National President may direct.

She shall order the Insignia for members. She shall order ribbons for the National Officers and State Society Presidents.

She shall submit a typed Annual Report in triplicate: one copy for the National President, one copy for the National Recording Secretary, and one copy to remain in her file for the incoming officer. The report will be given orally at National Assembly.

### **NATIONAL TREASURER**

The National Treasurer shall have charge of the funds and securities of the National Society. These funds shall be deposited in the name of the National Society, Southern Dames of America, Inc., in an FDIC financial institution chosen by the National Treasurer with the approval of the Executive Council. The National Treasurer or National President shall draw on the funds as authorized. The National Treasurer shall be bonded for an amount determined by the Executive Council. She shall be Chairman of the Budget & Finance Committee. The books of the National Society shall be reviewed annually by an audit committee appointed by the National President.

The National Treasurer keeps a current membership Roster which is sent annually to each State Society President and the National Executive Officers as well as Past National Presidents.

She shall submit a typed Annual Report in triplicate: one copy for the National President, one copy for the National Recording Secretary, and one copy to remain in her file for the incoming officer. The report will be given orally at National Assembly.

She receives application/fees and a membership index card for her file from the National Registrar. After verifying the information contained thereon, she signs the application, deposits the check, and returns the signed application to the National Registrar so that officer can prepare the membership certificate.

The National Society Southern Dames has received tax exempt status from the Internal Revenue Service. The State Societies and Chapters are included under the umbrella of the National Society exemption and are required to maintain a Federal Identification Number and

comply with all guidelines as directed by the Internal Revenue Service for exempt organizations. Every State Society and every Chapter should establish and maintain a bank account in their name and a Federal Identification Number. Failure to comply with this guideline could result in revocation of tax exemption.

The National Society, State Societies, and Chapters exemption under IRS Code Section 501 (c) (3) allows tax deductible contributions to be received from members. Any contribution of \$250 or more must be acknowledged with a letter or receipt.

Small exempt organizations whose annual gross receipts are less than \$50,000 are not required to file a Form 990 or Form 990EZ Return of Organization Exempt from Income Tax. However, for tax periods after 2006, all these organizations must file every year a Form 990-N, Electronic Notice (e-Postcard) which can be done online at [www.irs.gov](http://www.irs.gov). The form will be due by the 15<sup>th</sup> day of the fifth month after close of the organization's tax year (May 15 for calendar-year taxpayers). Failure to complete the required Form 990-N for three consecutive years will result in the revocation of tax exemption and fees will be charged by the IRS to reinstate the Tax exempt status.

Each year the Chapter treasurers shall send copies of receipted IRS acceptance by email to the State Society Treasurer. The State Society Treasurer shall then inform the National Treasurer of Chapters' and State Society's compliance with filing e-990N forms.

### **NATIONAL REGISTRAR**

The National Registrar shall receive all applications and transfers for membership with necessary dues and fees. She is responsible for the examination of all applications for membership. The Society/Chapter determines the personal acceptability of an applicant. Upon ascertaining the validity of the application paper, she shall send the application paper, one index file card, and the fee to the National Treasurer for signature and one index card to the National President for her file. Upon the return of the application papers from the National Treasurer, the National Registrar shall record the name, address, date of admission, and National Number in the National Registrar's Membership Book.

After acceptance, she shall notify the National President, the Registrar of the inviting Society, the Editor of the "Journal" and the applicant of her acceptance. A certificate of membership, signed by the National President and the National Registrar, shall be issued to the new member. The National Registrar keeps a file of all accepted application papers and furnishes an application paper to the State Society Registrars.

She shall submit a typed Annual Report in triplicate: one copy for the National President, one copy for the National Recording Secretary, and one copy to remain in her file for the incoming officer. The report will be given orally at National Assembly.

The local Society Registrar must report all changes in membership to the National President, National Treasurer, National Registrar, and the State Society President, State Society Treasurer, and State Society Registrar.

### **NATIONAL CHAPLAIN**

The National Chaplain opens meetings of the National Society with a prayer and conducts such religious services as occasion may require.

She plans the annual memorial Service as part of the National Assembly's religious activities. At the service, the names of current and past members deceased during the year are included in the program.

Customarily the Chaplain wears a white outfit or robe, white shoes, and white gloves. A white hat is optional.

State Society Chaplains shall report the names, National numbers, and name of Society of deceased members from their State Society to the National Chaplain by May 25<sup>th</sup>.

She shall submit a typed Annual Report in triplicate: one copy for the National President, one copy for the National Recording Secretary, and one copy to remain in her file for the incoming officer. The report will be given orally at National Assembly.

### **NATIONAL HISTORIAN**

The National Historian shall promote the study of Southern History and Culture as states in the Purpose (page 1). She shall have printed in the "Journal" possible program topics for use by State Societies and Chapters. She shall keep a yearly written account of the Society's activities during her term of office.

She shall assist the Atlanta Historical Society in placing the Southern Dames "Journal" and histories in the Doris Walker Lyle Library, located in the Atlanta History Center, 3101 Andrews Dr., NW, Atlanta, GA 30305.

She shall submit a typed Annual Report in triplicate: one copy for the National President, one copy for the National Recording Secretary, and one copy to remain in her file for the incoming officer. The report will be given orally at National Assembly.

### **IMMEDIATE PAST NATIONAL PRESIDENT**

The Immediate Past National President shall act as advisor to the Executive Committee. She shall be responsible for contacting the members of the Executive Council if a National Officer is

unable or unwilling to fulfill the duties of her office as defined in the Bylaws. The National Officer that is identified as unable or unwilling to serve shall be subject to removal from office by a 3.4's vote of the Executive Council.

## **Chapter V – Elections for National Officers**

### **NOMINATIONS, ELECTIONS and TERM OF OFFICE**

The officers of the National Society shall be: National President, National 1<sup>st</sup> Vice President, National 2<sup>nd</sup> Vice President, National Recording Secretary, National Corresponding Secretary, National Treasurer, National Registrar, National Chaplain, and National Historian.

Eligibility for office shall be limited to those who have been members for at least four (4) years prior to nomination and shall have attended at least two (2) previous National Assemblies. She must have served, or must be serving, as a State Society Officer, have access to, or be computer literate, and be a member in good standing.

The officers shall be elected every two (2) years on the even year. No officer shall serve more than one term in the same office with the exception of the National Treasurer and the National Registrar, who may serve two consecutive terms.

The Nominating Committee shall be composed of three (3) members elected by the Assembly in the odd year. It shall be the duty of this committee to elect a chairman, and to present the name of one nominee for each office at the National Assembly. Consent of the candidates to serve if elected must be secured in writing before the names are presented to the Assembly.

Further nominations may be made from the floor for each office preceding the elective ballot for each office, provided written consent to serve, if elected, has been obtained from the candidate.

Societies in good standing may send recommendations for offices and must send these names to the Chairman of the Nominating Committee by February 1<sup>st</sup>, prior to the National Assembly.

Elections shall be by written ballot. If there are no nominations from the floor for each office called for in sequence, by general consent the ballot may be dispensed with and the vote taken for the entire ticket by voice. If there are nominations from the floor for one or more offices, separate elective ballots shall be taken. A majority of votes cast shall elect.

An Election Committee of five (5) shall be appointed by the National President. At least one of the committee shall be a member of the Credentials Committee. The Election Committee shall furnish a ballot box.

## **Chapter VI – Organization of Committees**

### **ORGANIZATION OF COMMITTEES**

#### **LISTING OF COMMITTEES**

The committees are listed in the following order: Administrative and Standing. These committees are constituted to perform a continuing function and remain in existence permanently or for the life of the Assembly that established them.

The members of the committees serve for a two-year term corresponding to that of the Executive Officers, or until their successors have been chosen. Thus, a new body of committee members is established at the beginning of each administration by the National President.

#### **ADMINISTRATIVE COMMITTEES**

##### **EXECUTIVE COUNCIL**

The Executive Council consists of the nine Executive Officers: National President, National 1<sup>st</sup> Vice President, National 2<sup>nd</sup> Vice President, National Recording Secretary, National Corresponding Secretary, National Treasurer, National Registrar, National Chaplain, and National Historian.

##### **BOARD OF MANAGEMENT**

The Board of Management shall be composed of the Executive Council, the State Society Presidents, and all National Standing Committee Chairmen. The Board of Management is the administrative and managerial body of the National Society.

The Board of Management shall meet prior to the opening of the National Assembly or when called by the National President.

It shall have all power and authority over the affairs of the National Society between meetings of the National Assembly. The Board of Management shall approve the Budget prior to voting on same at National Assembly, make recommendations for Bylaws, amendments, and other items important to the Society.

No member may hold two voting positions.

##### **STANDING COMMITTEES**

The Standing Committees shall be Audit Review, National Assembly, Budget & Finance, Bylaws & Standing Rules, Eye Program, Creative Arts, Endowment Fund, History, and Nominating.

## **AUDIT REVIEW**

The Audit Review Committee, composed of three members one of whom is a Past National President, meets annually during National Assembly when it reviews the annual reports of the National Treasurer. The committee arranges to have the records reviewed annually. The report of this committee is presented to the National Board of Management and to the National Assembly. The Committee shall make any necessary recommendation.

## **NATIONAL ASSEMBLY COMMITTEE**

The National Assembly meeting place shall rotate annually in alphabetical order to host states. The State Society hosting the National assembly shall arrange necessary details for the Assembly with the approval by the National President. The host State Society shall present the invitation including place, date, and hotel at the National Assembly prior to its hosting.

A Call for the National Assembly shall be sent to all members not less than sixty (60) days prior to the National Assembly with all pertinent information printed in the Spring "Journal".

## **BUDGET and FINANCE**

The Budget & Finance Committee shall be composed of three (3) members including the National President, a Past National President, and the National Treasurer, who shall prepare the Annual Budget covering the fiscal year, based on dues received and other anticipated revenue sources. The Annual Budget shall be presented to the Executive Committee for its review and approval. It is then presented to the Board of Management for recommendation to the National Assembly.

## **BYLAWS and STANDING RULES**

The Bylaws and Standing Rules Committee shall be composed of three (3) members. It shall receive, investigate, consider, and report to the National Executive Board, the National Board of Management, and the National Assembly, proposals for amendments to the Bylaws and Standing Rules of the National Society. State Society and Chapter Bylaws may not conflict in any way with the National Bylaws. Local Bylaws must be approved by the National Bylaws Chairman.

All proposals for amendments to the NSSDA Bylaws shall be submitted to the Bylaws Committee by January 1<sup>st</sup> prior to National Assembly. This is necessary to meet the requirements that all Societies be notified not less than sixty (60) days prior to the National Assembly. The Committee shall draft a revision of the Bylaws.

Proposed amendments may be submitted by a State Society, a committee, or the National Board of Management. The following must be included:

- The wording of the proposed amendment
- The rationale for making the amendment
- The name of the member or group proposing the amendment
- The name of the State Society in which the member or group belongs
- The name, address, and signature of each person proposing the amendment
- The name of the committee proposing the amendment, and the signature of the committee chairman

### **EYE PROGRAM**

The Eye Program Committee shall be composed of a member from each of the participating State Societies. This committee shall support the entire Eye Program as defined in the Purpose (Page 1). Each member shall send no later than May 25<sup>th</sup> prior to National Assembly an Annual Report to the National 2<sup>nd</sup> Vice President (Eye Program Chairman) outlining the State Society activities and Chapter activities in support of the entire Eye Program.

### **CREATIVE ARTS**

The Creative Arts Committee shall plan an Ann Craft Exhibit of Creative Arts. Articles must have been completed by members whether absent or present, within the past two (2) years. A section for "Oldies & Goodies" includes articles completed by members, but older than the past 2 years. All forms of handcrafts, writing, music, sewing, and art are included.

Items will be judged and monetary awards given. Members are responsible for their entries. The Ann Craft Creative Arts Awards were established in June, 1998. Mr. Fred Leadbetter donated monies in memory of his wife, Ann Leadbetter, who was serving as National Chaplain at the time of her death. These awards are presented annually.

### **ENDOWMENT FUND COMMITTEE**

The Endowment Fund Committee reports to the National Assembly the amount of interest accrued from the Fund for the fiscal year. It keeps a running record of State Societies receiving funds. The annual checks should be made payable to universities which do Eye Research.

The endowment Fund Committee shall be composed of five (5) members (2 for five year terms, and 3 for three year terms), with the Chairman to be selected by the Committee members.

The committee makes recommendations of the amount to be distributed and the recipients. The National Assembly shall decide by vote the amount of interest to be distributed and the recipients.

## **HISTORY**

The History Committee shall work under the guidance of the National Historian, who shall be the Chairman.

## **JOURNAL**

The “Journal” is the Society’s official publication. It has been published since 1968. It serves to educate, inform, and motivate the membership.

The “Journal” shall be edited, published, and distributed to active members two times a year. The National President is responsible for its publication. An Editor may be appointed to work with the National President.

It is the member’s responsibility to inform the National President, National Treasurer, and State Society President of her Change in Name or Address to ensure that delivery is not interrupted. A returned “Journal” will not be resent.

The “Journal” will contain the following from National Assembly: Minutes, Credentials, National Officers with addresses, phone numbers, and Email; State Society President with addresses, phone numbers, and Email; National Standing Committee Chairmen, and Handbook and Bylaw changes.

## **MEMBERSHIP**

The Membership Committee goals are to increase membership by motivating and organizing new Societies, provide ideas for membership development, and educate Societies in retaining current members and reclaiming former members.

The Members Committee shall work under the guidance of the National 1<sup>st</sup> Vice President.

## **NOMINATING**

The Nominating Committee shall be composed of three (3) members elected by the National Assembly in odd years. A member who has previously served on the Nominating Committee is ineligible to serve for the next succeeding administration. This committee presents to the National Assembly the names of members best qualified to fill the National offices.

Consent of the candidates to serve, if elected, must be secured in writing before the names are presented to the National Assembly.



## **SPECIAL AWARDS**

State Society Presidents with no chapters may appoint a Special Awards Committee composed of three (3) members, the first member of which shall be the chairperson. In State Societies with chapters, a President may appoint a Special Awards Committee composed of five (5) members, the first members of which shall be the chairperson.

This state committee will be charged with NSSDA Citation(s) for OUTSTANDING SERVICE TO THE NATION OR TO THE SOUTH which may be awarded to a man or woman. The state resolution regarding this service shall be signed by five (5) members in good standing with personal knowledge of the service. The state chairperson will present the resolution to the state society for approval. After approval a decision will be made as to whether it be presented at a state meeting or National Assembly, after which it shall be signed by the state president, dated, and forwarded to the National Special Awards Committee for further action.

Upon receipt of a resolution by a state, the National Special Awards Committee, which is composed of five (5) members nominated by the Executive Council, who serve a three (3) year term, shall consider the resolution after which it will be presented to the National Executive Council, Board of Management, and National Assembly for a vote. Approval shall be required before the Citation is issued.

With approval by the National Society, the Citation will be presented at either the state meeting or National Assembly, this having been determined by the state issuing the Citation. The complete cost incurred for travel to the designated site of presentation will be borne by the state society presenting the Citation.

In considering awarding a CERTIFICATE OF MERIT to an individual who has performed Outstanding Service to the Community/State/South, the same guidelines will be followed as those for the Citation above, with the exception that the Certificate of Merit form shall be signed by three(3) members in good standing with personal knowledge of his/her services. The complete cost incurred for travel to the designated site of presentation will be borne by the state society presenting the Certificate of Merit.

## **Chapter VII – National Assembly**

### **NATIONAL ASSEMBLY**

The National Assembly is held annually for the purpose of receiving reports, approving the annual budget, election of officers, planning and promoting projects, and other such business as may be necessary. The National President shall sign jointly with the National Treasurer and Host Assembly Chairman, all contracts made in the name of the National Society.

### **DATE**

The National Assembly shall be held annually the second weekend in June by the Host State Society with approval by the National President.

### **CALL FOR ASSEMBLY**

The Call for the National Assembly shall be sent to all members sixty (60) days prior to the meeting. It shall be printed in the Spring Issue of the “Journal” and shall include all pertinent information.

### **CREDENTIALS/REGISTRATION COMMITTEE**

The Credential/Registration Committee is responsible for the proper identification and registration of the members attending National Assembly. The Chairman shall report at each Plenary Session the number of members and guests attending.

The National Assembly Host Credential Committee Chairman shall prepare a list of members and guest attending National Assembly for the “Journal” Editor’s publication

### **GUIDELINES**

A copy of the National Assembly Guidelines shall be sent by the National President to the Host State Society a year in advance of the National Assembly.

The Host State Society will receive some budgeted money from the National Society. The Host Society is responsible for the Program, speakers, entertainment, hotel, and arrangements including room prices, meeting rooms, registration, welcome bags, table decorations, tours, transportation for tours, meals, music (Memorial Service, Opening Banquet, Opening Plenary Session, Creative Arts Banquet), microphone, name tags, printed programs, a corsage for the National President, floral arrangement for podium, and National Officers’ name/title tented place cards. A reasonable registration fee may be charged for every member and guest attending National Assembly.

### **PROCESSIONAL**

There are no processions for any Southern Dames of America events.

## **Chapter VIII – Information for the Societies**

### **INFORMATION FOR THE SOCIETIES**

Although first a member of the National Society, it is through the State Societies or Chapters that a member begins her participation in SDA.

### **RESPONSIBILITIES OF the SOCIETIES**

All Society members should feel that they are an integral part of the Society. It is important that all members of a Society know one another and be involved in Society activities. Members should be invited to serve as officers or on committees and the responsibilities rotated so both new and older members will have an opportunity to serve.

The Society should have a supply of literature on hand to keep members informed about the National Society including How to Become a Member, SDA Handbook, and SDA Bylaws.

Attendance at Chapter, State Society, and National Assembly meetings should be encouraged.

Whenever the Society name is written, it should have the letters NSSDA after the word Society.

No State Society or Chapter shall make or sell for profit any item that is not approved in advance by the Executive Committee and the National Board of Management.

### **FISCAL YEAR**

The SDA Membership Year is January 1<sup>st</sup> through December 31<sup>st</sup>.

### **STATE SOCIETY OR CHAPTER BYLAWS**

The Chapter or State Society Bylaws may be written to meet the needs of the Society as long as they do not conflict with the Bylaws of the National Society. “Any amendment to Bylaws of the National Society shall become the law of the Societies without further notice.”

A Society is governed by the National Society. Chapters are part of a state organization.

### **SOCIETY OFFICERS**

The Society officers recognized for transaction of business with the National Society shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, Chaplain, and Historian. Chapters may combine any of the offices.

Any member accepting office must realize that time and leadership skills are necessary to cooperate properly with the State Society and National Society. Each officer should study the duties of office as outlined in the National Bylaws. Every President, Treasurer, Registrar, Chaplain, and Historian should present a typed report of her work annually. The State Society President shall send two copies of her Annual State Report to the National President by May 25<sup>th</sup>. She shall give her report orally if present at National Assembly. The Chapter President sends her report to the State President.

An officer should deliver to her successor all books and papers belonging to the office after the new officer is installed.

## **MEETINGS**

In order to further the society's two purposes (Eye Program and Southern culture) all Societies are required to have at least two meetings a year. One may be a State Society meeting and the other may be a chapter meeting.

## **ORGAINZING A NEW SOCIETY**

The National President may appoint an Organizing President to establish a State Society or a Chapter. Each State Society shall elect a State President who shall be a voting member of the Board of Management.

State Societies and Chapters may be organized provided there are ten (10) or more members. A Society will lose status if membership drops below ten.

State Society and Chapter members are not recognized until the Organizational Meeting is held.

## **DISBANDING OF A SOCIETY**

When a Society decided that disbanding may be necessary, they must notify the National Society President. When a Chapter decides disbanding may be necessary, they must notify the State Society President and the National Society President.

A vote of **ALL** chapter members is taken to disband. Out of town members vote may be taken by mail. The report of the vote to disband, signed by two thirds of the members, and a copy of the minutes of the disbanding meeting are forwarded to the State Society President (if a Chapter) and the National Society President.

A member may request transfer of her membership to an adjoining State Society through the National Registrar. The National Registrar will notify the closest State Society, and they may offer the member an invitation to join.

Societies must comply with Article XII, Section 5 of the National Bylaws.

All Society memorabilia (scrapbooks, yearbooks, officers' records, etc.) should be sent to the National Historian to keep for four (4) years. If the Society is not reorganized in that period, the material will be sent to the Doris Walker Lyle Library in the Atlanta Historical Society Building, 3101 Andrews Drive NW, Atlanta, GA 30305. The SDA materials will be available for research there during regular hours.

### **YEARBOOKS**

The State Society Yearbook is a directory and a schedule for the year for members. It should be an attractive simple booklet prepared at a minimum expense.

A copy should be made available to each State Society member and to each National officer.

### **HELEN KELLER GAZEBO**

The Helen Keller Gazebo was built in 1981 by the National Society Southern Dames of America to honor Helen Keller, an honorary member of NSSDA. It was built on the grounds of Ivy Green, the home of Helen Keller. Contributions are made to aid in the maintenance of the gazebo.

Helen Keller became deaf and blind at the age of 19 months after a childhood illness. Ivy Green, a 640 acre estate, has a two-story white clapboard house, a tiny white cottage, a carriage house, black well-pump, a museum, and gazebo. It is located at 300 W. North Commons, Tuscumbia, AL 35674 (telephone number 888-329-2124 or 256-383-2124). Email: [hkeller@hiwaay.net](mailto:hkeller@hiwaay.net) .

Funds are collected annually at National Assembly from members of the National Officers Club.

Contributions may be made by individuals or Societies through the National Society Treasurer for maintenance of the gazebo.

## **Chapter IX – Banner, Coat of Arms, Insignia, Seal, Ribbons**

### **BANNER**

The Banner of the National Society shall be white with a fringe of gold on three sides and with a wide gold border at each end. The Map of the sixteen Southern States and the District of Columbia shall be outlined in blue, the same color being used to outline each State. The words “National Society” shall be embroidered above the map and the words “Southern Dames of America” below the map. The official Banner shall be three feet by five feet.

### **COAT OF ARMS**

The Coat of Arms of the National Society shall consist of a simple shield, divided diagonally, left to right, surrounded by two ribbons, the upper ribbon bearing the words, “NATIONAL SOCIETY” AND THE DATE, “1962”, the lower ribbon bearing the words “SOSUTHERN DAMES OF AMERICA”. The divided shield shall be in two colors, white and gold with surrounding ribbon in blue and white. The gold represents richness of heritage, and the white, purity of purpose. The blue of the scroll symbolizes loyalty – to the Organization and to the Country.

### **OFFICIAL INSIGNIA**

The Insignia shall be a circle of gold an inch in diameter with four spokes. The words “National Society” shall appear on the upper half of the rim with the words “Southern Dames of America” on the lower half. These letters shall be raised and highly polished. The spokes shall support an enameled shield which is divided diagonally. The upper left of the shield shall be white enamel and the lower half shall be gold colored enamel.

Official Stationery bearing the insignia of the National Society may be used only for official purposes in connection with the Society.

### **INSIGNIA PIN**

The Insignia is worn as a pin and placed over the heart with no ornaments or corsages above it. It should not be worn on the street, in a restaurant, cocktail lounge, or other public place unless an SDA or allied function is taking place then and there. The insignia pin may be worn with attire appropriate for SDA occasions, which may include pants and jackets.

The insignia may be worn during the funeral of a Dame. Dames may sign the memorial book as SDA members. The official insignia pin of deceased or resigned members may be given to a family member, to a member, or bequeathed or given to the National Society. Only members eligible in their own right may wear an insignia. If the family chooses to keep the insignia pin, the Society president should inform the family of restrictions in wearing such a pin.

The insignia pin is purchased through the National Society Corresponding Secretary. Approval by the National Society Corresponding Secretary is required for the pin.

### **NATIONAL PRESIDENT'S PIN**

The National President's pin is the property of the National Society Southern Dames of America. It is worn by the President while in office. The President is responsible for insuring the pin and is reimbursed through the National Society.

### **PAST NATIONAL PRESIDENT'S PIN**

The National President is presented a Past National President's Pin upon completion of her term as National President. The pin is loaned to the Past National President so long as she is living. Upon her death, the pin must be returned to the National Society. If a Past National President wishes, she may purchase the pin and it will become her own personal property. Each Past National President must sign a contract with the Society as to her desire to have the pin loaned or purchased. It is recommended that the Past National Presidents inform their family members that the pin must be returned upon death, or that the pin has been paid for and is their personal property. If it is purchased, the family must know the restrictions in wearing such a pin.

### **SEAL**

The Seal of the National Society shall be a circle two and three quarter inches in diameter with the words "National Society Southern Dames of America, Inc." inscribed on the circumference. The word "SEAL" with the word "Georgia" beneath it shall appear in the center of the circle.

### **RIBBONS**

The official ribbon is worn by the National President, National Executive Officers, Past National Executive Officers, State Society Presidents, and Past State Society Presidents.

During the Installation Service, the outgoing National President places the ribbons. In the absence of this officer, a Past National President places the ribbons.

The National President's and National Executive Officers' ribbons are the property of the National Society. The State Presidents and Past State Presidents' ribbons are the property of the individual State Society.

The official ribbons must be worn in a uniform manner, over the right shoulder and under the left arm. The ribbon should be below the knee. Only two pins should be worn on the ribbon, one to fasten the ribbon at the shoulder, and one at the hip.

The ribbon represents an office or a past office. It should be worn on strictly formal occasions. National and State Society officers should wear their ribbons at National Assembly, State Society meetings, and Chapter meetings, and strictly formal occasions.

The ribbons are not to be worn while attending the function of another organization unless the member is attending in her official NSSDA capacity. The ribbon is not worn on the street, in a restaurant, cocktail lounge, or other public place unless an official NSSDA function is taking place then and there. The ribbon may not be worn over a top coat or pants of any kind, except a woman's suit having long trousers and a matching or coordinated coat or coordinated jacket.

The National Corresponding Secretary purchases the ribbons for the National executive Officers and the State Societies.



## Chapter X – Protocol

### PROTOCOL

Protocol may be defines as the ceremonial forms and courtesies that are established 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.

The National President is the highest-ranking officer of the National Society. She is the honored guest at and SDA function and should always be given the place of honor.

The State Society President is the highest-ranking officer in her state and recognition as such should be accorded her.

### SEATING: MEALS and BUSINESS MEETINGS

Seating at the head table is planned by assuming that the hostess or presiding officer is standing **behind** the table facing the audience. The hostess or the individual presiding is seated at the center of the 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.

When business is to be conducted, it is sometimes necessary for officers, such as the Recording Secretary and/or Parliamentarian, to be seated at the head table out of sequence. At a business meeting the presiding officer is seated in the center, the recording secretary on one side, and the parliamentarian on the other. Care should be taken to insure that the recording secretary can both see and hear the presiding officer. For SDA Plenary Sessions, the Parliamentarian is seated near the presiding officer so that advice may be given quickly and quietly.

### INTRODUCTIONS

Introductions should be brief. A person who is known to the audience is **presented**, but a stranger is **introduced**.

Guests are introduced in descending order of rank. It is not necessary to introduce every guest. You may introduce some of the guests as a group.

## **GUEST SPEAKER**

When a guest speaker is invited to speak to your group, there are certain courtesies that should be extended.

The invitation should include the date, time, place, type of meeting (luncheon, dinner, etc.), dress (formal, informal), the topic, and the time allowed. If the invitation is made by telephone, it should be followed up in writing.

If the guest speaker is driving, send detailed directions well in advance.

Send a brief reminder approximately two to three weeks ahead of the scheduled date, repeating the essential information and including any special arrangements that have been made. Do include phone numbers for the meeting place where you may be reached prior to the meeting.

The guest should be met on arrival, introduced to others, and escorted to an assigned seat. A guest speaker sits at the front of the room for a business meeting, and at the head table for a luncheon or banquet. It is wise to have a microphone as well as a lectern or podium for the speaker.

A thank you note should be written to the speaker as soon after visit as possible.

## **MISCELLANEOUS REMINDERS**

- 1) A Presiding Officer never relinquished the chair unless a motion or action refers to her only. Example: The Presiding Officer says, "The next business in order is the report of officers. The President will report first." When she finishes, she call on the Vice President, etc.
- 2) Customarily SDA members wear gloves when receiving. This is not mandatory and the National President should set the example.
- 3) It is the custom to remove the glove from the right hand before placing the hand over the heart while reciting the Pledge of Allegiance to the Flag of the United States of America, and while singing the National Anthem.
- 4) There is no processional at Southern Dames of America meetings.

## MINUTES

The minutes written by the Recording Secretary become the legal record of the meeting of the Society after their approval. There should be a record of what was done at the meeting, not what was said by the members. The minute book must be retained by the Recording Secretary and by her successors.

The authority for the form of the minutes is Robert's Rules of Order Newly Revised.

Sample:

- 1) The first paragraph should contain the following information:
  - a) the kind of meeting (regular, special)
  - b) the name of the Society
  - c) the date and time of the meeting, and the place
  - d) the fact that the President and Recording Secretary were present, or the names of their substitutes.
  - e) whether the minutes of the previous meeting were read and approved as read or corrected.

- 2) The body of the minutes should contain a separate paragraph for each subject matter.

The format of each paragraph should show:

- a) all main motions, except those that were withdrawn, giving the wording in which each motion was adopted or otherwise disposed
  - b) the name of the mover (the seconder's name is not recorded unless ordered by the Assembly
  - c) when a count had been ordered or the vote is by ballot, the number of votes on each side should be recorded
  - d) the name of the subject of a guest speaker, but no summary of the speaker's remarks
- 3) The last paragraph should state the hour of adjournment.
- 4) The minutes should be signed by the Secretary. The words "Respectfully submitted" should not be used.
- 5) After the minutes have been approved, the words "Approved" with the Secretary's initials and the date should be written below them.

The Recording Secretary should write the minutes as soon as possible after meeting while her memory is most accurate. She should send a copy to the President immediately to assist in preparing the agenda for the next meeting.

## REPORTS

Reports of officers and committees in the average meeting are offered only for information and require no action whatever.

If the report is of considerable importance, it should be signed by all members concurring, with the chairman signing first. Otherwise, the committee can authorize the chairman to sign the report alone, in which case she adds the word "Chairman" after her signature. By so signing, the chairman certifies that the committee has adopted the report.

The officer or chairman who has nothing to report says, when called upon, "Madame President, there is no report".

When reports are in order, any business growing out of these reports is in order. Important business is transacted as it arises from reports of officers and chairmen of committees, yet there is nothing to be brought up under heading of New Business.

Motions offered by direction of a committee need not be seconded, for they already have the approval of more than one member.

### **MISCELLANEOUS PARLIAMENTARY POINTS**

- Members should always address their remarks to the chair.
- Motions should be written and sent to the Recording Secretary.
- The President makes use of general or unanimous consent, for example, "If there is no objection, the invitation will be accepted," and no one objects, the President assumes the members unanimously approve acceptance and states, "There being no objection, the invitation is accepted."
- A majority vote is more than half of those actually voting, regardless of the number of members in the room, as long as a quorum is present. A two-thirds vote is two-thirds of the number actually voting.
- Members should exercise their privilege of voting. However, anyone choosing to abstain from voting should then abide by the decision of the majority.

## **INDEMNIFICATION**

The Corporation shall indemnify officers and other persons in accordance with the Georgia Code 14-856 et seq. of the Georgia Code Annotated.

The Officers (Directors of the corporation shall not be personally liable to the corporation for monetary damages for breach of fiduciary duty in their capacity, provided that the foregoing shall not limit the liability of an officer for (a) appropriation, in violation of her

duties, of any business opportunity of the corporation; (b) acts or omissions which involve intentional misconduct or a knowing violation of law; (c) the types of liabilities set forth in GA Code under Section 14-3-831; or (d) receipt of an improper personal benefit under Georgia Code Annotated.

## Appendix I – Installation of Officers and Memorial Service

### INSTALLATION OF OFFICERS

Dames, you have been duly elected to officers of leadership in the \_\_\_\_\_ Society, National Society Southern Dames of America. As you take your oath of office, please realize the seriousness of the responsibility you are assuming.

If you desire to accept this responsibility as an officer of the \_\_\_\_\_ Society, you will raise your right hand and repeat the oath of office.

Do you accept the responsibilities and duties of the office you will assume, as directed by the Bylaws of the National Society Southern Dames of America?

Response: I do.

Do you promise faithfully to perform the duties of your office to the best of your ability and understanding, and at all times conduct yourself in an upright moral manner as becomes a member of the Southern Dames?

Response: I do.

Do you promise to give a due portion of your time and energy to perform the duties that you have accepted?

Response: I do.

Will the members of the \_\_\_\_\_ Society please rise? Do you promise to loyally support the officers of the \_\_\_\_\_ Society, National Society Southern Dames of America, with your time and talents?

Response: I do.

Let us pray. "Let the words of my mouth and the meditations of my heart be acceptable in thy sight, O Lord, my strength, and my Redeemer." (Psalm 19:14) Our God in Heaven, we praise Thee for the privilege of Freedom. We seek Thy grace to endow these new officers with Thy Holy Spirit, that wisdom may be theirs to direct the trust that has been placed in them. May their hearts and the hearts of the members overflow with Love, Hope, and Faith. Amen.

Madam President, I present to you the President's Gavel and your ribbon of office. Congratulations.

I now declare the officers of the \_\_\_\_\_ Society, National Society Southern Dames of America duly installed.

## **MEMORIAL SERVICE OR SERVICE OF REMEMBRANCE**

A table is prepared in the front of the room with a white cloth on it and an open Bible. The Chaplain conducts the service with the assistance of the President. Each is dressed in white with white gloves. Special music is played prior to the service, during the service, and after the benediction. Programs are printed for the service including the names deceased members, their member number, Society, and date of death. A member stands at the door and gives programs to all who enter.

Let us enter in reverent silence.

Prelude (piano or instrumental)

Call to Worship (in unison or by Chaplain)

We are gathered here to praise God and to witness to our faith as we celebrate the lives of our Southern Dames who walk with us no more. We come together in grief, acknowledging our human loss. May God grant us grace to affirm that in life, in death, in life beyond death, God is with us. We are not alone. Thanks be to God.

Scripture (Psalm 23, John 11:25-26, etc.)

Hymn or special music

Tribute (to Past State President, Past National President)

Memorial Roll Call: (Please stand as your State Society's name is called and remain standing until the deceased members' names have been called.)

The Lord's Prayer (in unison)

Hymn

Benediction: Let us depart quietly, trusting in the Lord with all our heart....and He shall direct our paths.

**Members leave in silence. Candles are extinguished and table cleared.**

**Out of courtesy to all Dames of all faiths, we pray to the Lord, Our Father, or God. It is not appropriate to pray in the name of Jesus Christ.**

## Appendix II. National Assembly Guidelines

**NSSDA budgets some money for the host State Society to be used for National Assembly. The State Society needs to cover the additional costs. They may need to charge a small registration fee to cover the expenses.**

**ITEMS DESIGNATED WITH \* ARE REQUIRED.**

### **\*National Assembly Committees:**

General Chairman, Co-chairman, Credentials/Registration, Program, Table Decorations, Hospitality, Tour & Dutch Treat Dinner, Welcome Bags.

### **\*Hotel:**

Check prices at hotels for discount on rooms, and what they will provide free (hospitality room/Suite, USA Flag, piano, table decorations (colors of napkins/tablecloths, votive candles, mirror tiles, etc.). Usually we book 15-25 rooms.

Make sure the hotel knows the group is SMALL (50-75) but may increase. This will help in having an alternate room available if a larger crowd arrives.

Have an agreement with the hotel about decorations for the tables. See how much time you will have to decorate, and how much room on the table you can use.

Once the hotel is engaged, read the contract with a very careful eye, especially all the fine print. Pay careful attention to any committed numbers. What is the hotel's cancellation policy?

We do pay sales tax under our 501 (c)(3) status if the hosting society has received sales tax exemption in their state.

When selecting menus, take into consideration foods liked by most people. A dessert is the last thing people remember about a good dinner. Women prefer smaller portions of entrees. Sometimes the chef will allow smaller portions.

Include tax and tip in the price charged to members. If the state society has a sales tax exemption, tax should not be included.

Have an agreement with the hotel to honor "allergies" of guests.

As soon as menus are selected and prices are agreed upon start compiling a registration form. Try, if at all possible, to have flexibility in the guaranteed numbers of meals. Establish a deadline date with the hotel as to when they will stop taking the reservation number for meals. Stick with the deadline.

A Hospitality room or small Meeting Room is needed for Board Meetings. Set up for 14-16 people. The Meeting Room for the Assembly should be set up for 50-70 people with **Head Table** National Officers (National President, National 1<sup>st</sup> Vice President, National 2<sup>nd</sup> Vice President, National Recording Secretary, National Treasurer, National Chaplain. **They must face the audience.**



The National Registrar, National Historian, National Corresponding Secretary, and Parliamentarian need to sit on the **front row** or at a table in the front of the room.

Tented name plaques need to be made for each National Officer (name and office) and placed on the table in front of her with the name and office in view of the members.

Banquet Room for two nights (Opening Night Banquet and Creative Arts Banquet) with Head Table needs to be reserved. National President will tell you who will sit at the Head Table for both banquets.

A microphone is needed for table podium for ALL events.

**\*Registration Form:**

The Registration Form should include: Meals, Optional historic tour, Registration fee, Hotel (Name address, telephone number, toll free number if available, cost of room per night including tax), Number of persons per meal, Name of member and spouse or guest (if attending), Dutch Treat Dinner, **deadline date for cancellations (DO NOT reimburse after that date)**. Make reservation check payable \_\_\_\_\_, Person to send it to: \_\_\_\_\_, Date reservations are due: \_\_\_\_\_.

\*The Assembly Call, Registration Form and hotel brochure (if available) should be mailed to all National Officers, Past National Presidents, and State Society Presidents at least **three months** in advance. This will remind everyone of the event so that they can start making plans to attend.

\*Provide registration table with welcome bag, name tags, program, and information about tour/Dutch Treat Dinner. (Make reservations for the number attending the DTD at a local restaurant.) Transportation may need to be provided for tours and DTD.

**\*Name Tags:**

Printed name tags should include name, state, national office/state office/past national president. Plastic jackets for name tags with elastic cords for around the neck are better than pins.

The jackets can be collected following Assembly and passed on to the next year's Host. Have a basket available after the Creative Arts Banquet and at the check-out desk the next morning.

A different symbol can be put on the front bottom of the tag for paid meals (i.e., star/breakfast, flower/luncheon, etc.) This does away with tickets to be collected. Members' tags are checked at the door to gain entrance.

**\*Speakers**

Host State is responsible for providing payment for speaker, meals, entertainment, etc. Registration fee should cover some, if not all, of these expenses. Invite spouse as a courtesy.

Speakers or entertainment should be interesting and no longer than 30 minutes.

Host State is responsible for introduction of speakers or entertainment.

**\*Protocol Chairman:**

There is no procession or recession.

Provide two (2) people to retire the Colors at the close of the Creative Arts Banquet (end of Assembly).

Plenary Sessions 1 & 2. Mark reserved seats on the front row for National Corresponding Secretary, National Registrar, National Historian, and Chairmen of Committees giving reports.

Provide table podium and microphone.

Tented name plaques for National Officers (name and office) are placed in front of them at the Head Table with the name and office in view of members.

**Banquets:**

National Officers and Past National President need table place cards for both Banquets. You may prefer to seat all Past National Presidents (and their spouses or guests) at one table.

It is nice to have local members/spouse host each table. Place cards are needed to reserve their places.

Printed program may be prepared for both Banquets. (Optional)

Husbands and guests are welcome and encouraged to attend. **They will need to pay the Registration Fee and meal charges.**

**\*Flowers:**

A floral arrangement is needed at the podium. One large arrangement can be used for everything.

A corsage for the National President is given to her prior to the Opening Night Banquet or at the Reception. (Optional)

**\*Memorial Service**

Check with the National Chaplain to see if she needs special music (vocal or instrumental soloist) for the Memorial Service. Piano music sets the tone and can be used for accompaniment.

Provide all silver or all glass candle holders if she is using white candles for deceased members. She may prefer a vase for flowers. You may need to order and pick up the flowers for her.

She will need a table with a white cloth on it at the front of the room.

Provide two people to help pass out programs at the door.

**\*Reception to honor National President:**

All members and guests are invited to attend a reception in honor of the National President prior to the Opening Night Banquet. They will be greeted by the National President and the National Officers. White gloves will be worn by the members of the receiving line.

The Host Society will provide refreshments that will include beverages and finger foods. It may be held in the Hospitality Room, National President's suite, or other designated area. The time and place should be included in the printed program. (Option of the National President)

**\*Other:**

Encourage Host State members, spouses, and guest to attend luncheons/Banquets. All members are expected to attend the Plenary Sessions.

Attire: Daytime – Suit, dress, pant suit.

Evening – Formal dress for Dames, Tuxedo or Dark suit for gentlemen.

**Be sure to have the National President provide her agenda & committee members' names to be printed in the Program. Check with the National President regarding programs, entertainment, Head Table protocol, hotel accommodations/price, etc.**

**At the Banquets provide piano music and a person to lead singing of "The Star Spangled Banner" and "This Is My Country". Provide words in the Program for "This Is My Country".**

The Credentials Chairman must report during the Plenary Sessions.

Flower – Magnolia

Color – Yellow

Song – "This Is My Country"

Keep track of expenses and show actual costs and number of people at each event. Send records to the National Treasurer and to next Host State following National Assembly.

**PRINTED PROGRAM includes: (not necessarily in this order)**

National Society Officers

State Society Presidents

National Executive Council

National Board of Management

National Assembly Committee

Past National Presidents, state, year

National Standing Committee (Auditing, Assembly Meeting Place, Budget & Finance, Bylaws & Standing Rules, Creative Arts, Endowment Fund, Eye Program, Insignia & Ribbons, Journal)

Credentials Committee

Registration Committee

Daily Schedule (Time and Place)

National Assembly Rules  
Pledge to the Flag of the United States of America  
Salute to the Flags of the Southern States  
Purpose for National Society Southern Dames of America  
“Star Spangled Banner”  
“This Is My Country”  
“Blest Be the Tie That Binds”  
Invitation of next year’s Assembly – State, date, place – given by State Host

### **Appendix III. - ORDER OF BUSINESS**

**Call to order**

**Pledge of Allegiance to the Flag of the United States of America**

**The “Star Spangled Banner” (optional)**

**Purpose (optional)**

**\*Program (Option 1)**

**Minutes of the previous meeting**

**Treasurer’s Report**

**Report of Officers**

**Committee Reports**

**Unfinished business**

**New Business**

**\*Program (Option 2)**

**Announcements**

**Adjournment**

## INDEX

- Active Members, 6,7
- Administrations, 5
- Application Papers, 5
- Associate Members, 6
- Audit Review Committee, 18
- Banner, 9, 12, 27
- Board of Management, 2,3,17,18,21,24
- Budget & Finance Committee, 18
- Bylaws and Standing Rules, 11,12,17,18, 24,25,33,40
- Certificates of Membership, 6
- Chapters, 13,15,24,25
- Charter Members, 7
- Coat of Arms, 2,3,27
- Colors, 40
- Creative Arts Committee, 19
- Credentials Committee, 22, 40
- Dropped Member,
- Elections, 16
- Eligibility, 5, 16
- Endowment Fund Committee, 13,17,19,40
- Executive Council, 11, 13,15,17,18
- Executive Officers, 11, 13,17,28,29
- Eye Program, 12, 17,19,25,40
- Fiscal Year, 24
- Flags of the Southern States, 9, 12, 41
- Flower, 40
- Founder Members, 7
- Helen Keller, 26
- Helen Keller Gazebo, 26
- History Committee, 20
- Honorary Member, 7
- Immediate Past National President, 15
- Insignia Pin, 27, 28
- Installation of Officers, 35
- Introductions, 30
- Journal, 12,14,15,18,20,22,40
- Junior Members, 6
- Mailing List, 9
- Meetings, 25, 38
- Membership, 5, 6, 7, 8, 12, 14, 20, 24
- Membership Committee, 12, 20
- Memorial Service, 15, 36, 39
- Minutes, 20, 32, 41
- National Assembly, 2, 3, 7,9,11 12,13,14,15,16,17,18,19,20,21,22,24 25,26,37,40
- National Assembly Guidelines, 22,37,38,39
- National Board of Management, 3, 9, 11, 13 18, 19, 40
- National Chaplain, 2, 8, 11, 15,16,36,39
- National Corresponding Secretary, 11, 13, 16, 17, 29
- National First Vice President, 12
- National Historian, 2, 11, 15,17,20,25
- National Officers, 3, 13, 20, 22,26,337,38,29
- National Organization, 11
- National Policies, 9
- National President, 2,3,4,8,9,11,12,13,14, 15,16,17,18,20,22,25,28,30,31,36,37,38,39
- National Recording Secretary, 11, 12, 14 15,16,17,37
- National Registrar, 11, 13,14,16,17,25,37,38
- National Second Vice President, 12
- National Society, 2, 3,6,7,8,11,12,13, 5,16,17,18,22,24,25,26,27,28,30,34,35,40
- National Treasurer, 2,5,11,12,13,14, 16, 17, 18, 19, 37
- Nominating Committee, 7,11,16,20
- Notification of Membership, 6
- Official Insignia, 9
- Organization, 2
- Organization of Committees, 17
- Organizing a Society/Chapter, 3, 25
- Pledge to the Flag of the USA, 1, 41
- Processional, 22
- Protocol, 29, 30, 39
- Purpose, 1, 41
- Registration Committee, 22, 40
- Reinstatement, 8

Reports, 32  
Resident Members, 7  
Resignations, 8  
Ribbons, 28, 40  
Roster, 9, 13  
Salute to the Flags of the Southern States,  
    1, 2, 9, 12, 31, 37, 41  
Seal, 3, 5, 27, 28  
Seating, 30  
Society Officers, 13, 28, 40, 41  
Song, 9, 10, 41  
Special Awards Committee, 21  
Standing Committees, 17, 20, 40  
Standing Rules, 17, 18, 40  
State Societies, 13, 18, 24, 29  
State Society/Chapter Bylaws, 24  
Submitting an Application, 5  
The Star Spangled Banner, 1, 41  
Transfer Instructions, 7  
Yearbooks, 26

**First Printing 2007**

**Carolee P. McKinstry and Catherine F. Brister**

**Second Issue 2015**

**Betty Stevens, Gabrielle Hadyka, Nelly Shearer**

**Online at Southern Dames Website**