

***San Diego Chapter
California Society
Sons of the American
Revolution***

***Section 5
Committee
Responsibilities***

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Nominating Committee

The Chairman, Nominating Committee shall perform all the responsibilities of this office as defined in Chapter Bylaw No. 4, Section 1. The Nominating Committee will be chaired by the most recent former president who is able and willing to serve as chairman. The other members of this committee shall be the next four (4) most recent former presidents who are able, active in the affairs of the Chapter, and willing to serve. If any of those four (4) are not able or willing to serve, then the president shall fill such vacancy on the committee by appointment of other members currently active at the Chapter level.

At least thirty (30) days prior to each annual meeting, the chairman of the nominating committee shall provide the Board of Directors with a list of proposed nominations for each elected office.

- a. A member of the nominating committee may be a candidate for an elective Chapter office. However, that member may not participate in any discussions for that elective office, and must remove himself from any vote or decision concerning the member nominated for that Chapter office.
- b. The proposed candidates should meet the standard of being interested in the organization, willing to serve, and able to carry out the duties of the office for which they are nominated. The committee should announce the slate of candidates no later than the first week of December to the Board of Directors and then to the general membership for their approval.
- c. The Nominating Committee must fairly and impartially evaluate all persons being considered for nomination. To do so, the committee members may ask for an accurate written account of the candidates' accomplishments and positions inside and outside of the SAR.
- d. To insure fair and impartial consideration the committee will follow the procedures listed below:
 - (1) Determine what elected offices will be vacant.
 - (2) Identify potential candidates for those offices.
 - (3) Determine their willingness to serve.
 - (4) If needed or desired request a short résumé from new candidates and others as needed
 - (5) If used, distribute the résumés to all members of the nominating committee for equal consideration.
 - (6) Any adverse information that may disqualify a candidate shall be confirmed.
- e. The Nominating Committee should develop candidates for future years by proposing men for progressively higher offices.
- f. The Nominating Committee should also recognize that continuity is very important in certain offices. This is most obvious in the case of the Registrar and the "assistant" offices, which are often held for more than one term and may even approach being quasi-permanent positions.
- g. Although all of these positions are important, they are not necessarily stepping-stones to higher office. The Nominating Committee should strive to achieve a mix of men from different parts of the city and from different age groups.

Standing Committees

The following are required committees for which the president shall appoint a chairman when one is not otherwise indicated, and may appoint directly or with the chairman's recommendation, other members to the committee:

Finance Committee.

The Chairman, Finance Committee shall perform all the responsibilities of this office as defined in Chapter Bylaw No. 4, Section 2.a. The 1st vice president shall be chairman, and other members of this committee shall be the 2nd vice-president, the treasurer, and other members may be appointed by the committee chairman. They shall:

1. Estimate income and expenditures.
2. Recommend such fiscal actions as they consider in the best interests of the Chapter.
3. Prepare a recommended annual budget for the following year.

Audit Committee.

The Chairman and at least three other members not serving on the Board of Directors shall be appointed by the president. At least one member of the audit committee shall have substantial prior experience and knowledge of financial matters. The committee shall audit the books and records of the treasurer and shall submit their report to the Board of Directors and subsequently to the Chapter membership at the annual meeting.

Education Committee

The Chairman, Education Committee shall perform all the responsibilities of this office as defined in Chapter Bylaw No. 4, Section 2.c. The 2nd vice-president shall be chairman, and the other members of this committee shall be Chapter members with a special interest in youth education. The Education Committee will have oversight of the following sub-committees:

Joseph S. Rumbaugh Orations Sub-Committee

The Committee Chairman should:

1. Recruit contestants from qualified young men and women in the local communities by contacting schools, churches, local young peoples' clubs, etc.
2. Assure that each candidate has been properly briefed in what is expected from her/him.
3. Arrange for a contest at the local chapter level.
4. Plan for the SDSAR Chapter's winner to attend Annual State Membership meeting or other runoff contests as directed by the State Orations Contest Chairman.
5. Handle the chapter's correspondence and coordinate with the State Chairman and National Chairman as required.

Knight Essay Contest Sub-Committee

The Committee Chairman should:

1. Make available to High School Guidance counselors, English and History Teachers or Principals, information about the contest at the start of the school year.
2. Ascertain that the essay is for an original research paper written in English. The topic of the paper shall deal with an event, person, philosophy or ideal associated with the American Revolution, the Declaration of Independence, or the framing of the United States Constitution. More complete guidelines are available from the State Knight Essay Chairman.
3. Work with the State Chairman in holding a preliminary round of competition at Chapter level to select one winner.

Americanism and Patriotic Education Sub-Committee

The Committee Chairman shall:

1. Encourage the patriotic activities of this chapter. They should include many of the following activities: recognition of Yorktown, Constitution week, flags, significant historic days, and visitation of historic sites.

Membership Committee

The Chairman, Membership Committee shall perform all the responsibilities of this office as defined in Chapter Bylaw No. 4, Section 2.d. The vice-president for membership shall be chairman. The membership committee shall:

1. Be responsible for developing programs and materials for the recruitment of new members.
2. Encourage their active participation and retention of existing members in Chapter activities.
3. Assist the president in recruiting members to serve on committees.

Medals and Awards Committee

The Chairman, Awards Committee shall perform all the responsibilities of this office as defined in Chapter Bylaw No. 4, Section 2.e. The committee shall be responsible for the Chapter awards, medals, and certificates to members and non-members. The Chapter Medals and Awards Chairman should:

1. Coordinate with the State Medals and Awards Chairman the presentation of Reserve Officers Training Corps (ROTC/JROTC) medals. These medals are usually presented at dress parades to outstanding Cadets in the ROTC/JROTC programs throughout our local university, public and private secondary school systems. Every effort should be made to support these programs by SAR representations at parades and other public events.
2. Arrange with local school authorities for the annual rewarding of bronze Good Citizenship Medals to qualifying students. Rules governing the program should be approved by both the school authorities and the chapter.
3. Cooperate with the DAR in supporting Children of the American Revolution Societies in San Diego County. Award the bronze C.A.R. Medal of appreciation to C.A.R. members who have demonstrated leadership and loyalty to their society.
4. Review Chapter awards to assure compliance with the Medals and Awards section of the National Society's Official Handbook.
5. Report the names and awards of Chapter recipients to the State Medals and Awards Chairman for those awards that have restricted qualifications.

Bylaws Committee

The Chairman, Bylaws Committee shall perform all the responsibilities of this office as defined in Chapter Bylaw No. 4, Section 2.f. The Bylaws Committee shall:

1. Prepare the language for any proposed amendment to the Chapter bylaws and the Chapter secretary shall give notice of such proposed amendment at least ninety (90) days prior to a meeting of the membership at which the amendment shall be put to a vote.
2. The committee shall bring forward for action all properly noticed proposed amendments before the annual or special meeting of the membership.
3. The chancellor shall be a member of this committee.

Eagle Scout Committee

The Eagle Scout Committee Chairman should:

1. Contact local Boy Scout Councils by August 1st each year requesting the names and addresses of Scouts who have passed their Eagle Board of Review in the past year.
2. Application forms and Four-Generation Ancestor Charts can be downloaded from the NSSAR Web Site (www.sar.org), or a reproducible copy may be obtained from the State Chairman.
3. Order from the National Society SAR sufficient Eagle Scout brochures for the number of Eagles expected to be contacted. Label the brochures with the name and address of the Chapter Eagle Scout Chairman.
4. Ascertain that scholarship applications are received by the chapter no later than December 15. The winning application should be forwarded to the State Eagle Scout Chairman by January 15, where the selection of a State winner will be determined by a panel of three judges. The State Society winner should be declared by February 8th and the winning application should be forwarded to the National Chairman no later than February 22nd for the National review and selection process.

CAR/DAR Liaison Committee

The Chapter CAR/DAR Liaison Committee Chairman should:

1. Act as the Chapter SAR representative to the local Children of the American Revolution and the Daughters of the American Revolution chapters. He will report local activities and offer assistance to the State CAR/DAR Liaison Chairman.
2. Recognize local CAR members who have shown exemplary service to their society. They may be awarded the Bronze CAR Medal of Appreciation during a regularly scheduled chapter event or at a local SAR/DAR joint meeting.
3. Members of the SAR and DAR are also eligible to receive this award for their contributions in supporting the C.A.R by serving as a senior officer, assist with field trips, civic projects and the many programs promoted for the CAR.

Color Guard Committee

The Chapter Color Guard Commander's and Assistant Commander's duties are provided in Section VII of this Handbook. The Color Guard Commander or his designee will serve as chairman of the Color Guard committee. The Color guard Committee Chairman should:

1. Establish and train one or more Color Guard units for presentation and posting of the Colors at appropriate SAR, City, County, State, and Federal occasions. Provide a minimum of two (2) and a maximum of seven (7) members for these occasions as appropriate and available.
2. Parade as a Color guard unit in appropriate nationally recognized holiday parades such as Memorial Day, Flag Day, 4th of July, and Veterans Day events. During parades Color Guard members may ride in the parade rather than walk.

Communications Committee

The Chairman of the Communications Committee is responsible for coordinating the Quarterly News Letters and the SDSAR Website. He should:

1. Select an editor for the Chapter's Quarterly Newsletter and appoint a reporter to work with the editor to provide Chapter news.
2. Set the criteria for the Chapter Quarterly Newsletters including layout, print type and size and length of articles (number of words).
3. Ensure the editor obtains articles, notices, and columns for the Newsletter.
4. Ensure the editor compiles, edits, and produces the newsletter during the month following the end of each calendar quarter. Newsletters will be placed on the SDSAR website and hard copies mailed to all members who do not have an e-mail address.
5. Ensure the Newsletter editor submits timely material to the Webmaster for inclusion on the website. This will include, but not limited to: notices, articles, pictures, and SAR event information.
6. Ensure the Webmaster places materials on the website as directed by the Newsletter editor. The Webmaster will not be responsible for the content of the material that he places on the website.

Special Committees

Special committees, as deemed appropriate by the President, may be appointed by him for his term of office. The president shall be an *ex-officio* member of all standing and special committees.

Best Chapter & Americanism Reports Committee

1. This committee rates the chapter on its performance in specified areas, such as Chapter Meetings, Color Guard Activities, Wounded Warriors, etc. This committee assembles data from the Chapter on San Diego Chapter activities and reports these to CASSAR (monthly Best Chapter report) and NSSAR (semi-annual or annual report).

History of Adoption

1. Adopted, September 14, 2014
2. Amendment 1: